

**MVUMI SECONDARY SCHOOL  
BURSAR/ADMINISTRATOR - JOB DESCRIPTION**

The Bursar/Administrator will work alongside the Headmaster managing the daily operation of the school.

His/her tasks will be:

- To ensure delivery of school plans, especially in areas of maintenance, building and upkeep of the assets
- To be the school's principal money manager, overseeing the School Accountant and Cashier and ensuring that effective control over stocks, etc will be achieved
- To also work with the School Accountant in securing effective financial management
- To have a major role in securing revenue for the school from its range of commercial activities and maximizing fee income
- To be responsible for achieving expenditure control
- To be responsible for personnel matters with the School Accountant, on matters of recruitment and retention of staff
- To be the conduit by which Trust plans are realised, working with the Trust Treasurer to provide overseas funding and hence he/she will have a significant role in managing any new projects.

**REPORTS TO:**

**The Headmaster of DCT Mvumi Secondary School and the Mvumi School Trust through the Trust Treasurer.**

**RESPONSIBLE FOR:**

**Cashier, Storekeeper, all non-teaching staff, Matrons and Patrons and all areas of maintenance/ properties.**

**HIS/HER PRINCIPAL DUTIES ARE:**

1. He/she is the school manager
2. He/she supervises all school properties
3. He/she manages all school building programmes
4. He/she advises the school on all personnel issues
5. He/she liaises closely with the Mvumi Sponsorship Co-ordinator to ensure funding for the Bursary and Scholarship Scheme is in place
6. He/she supervises the drawing up of the school budget with the School Accountant
7. He/she draws up the payroll with the School Accountant
8. He/she is part of the management team
9. He/she is one of the bank signatories and also is a signatory for the Trust.
10. He/she is responsible for the appointment, supervision and consultative programme with the non-teaching staff
11. He/she will chair regular meetings of the non-teaching staff
12. He/she will work with the Matrons and Patrons to ensure that accommodation is maintained and that all boarding provision is efficiently managed.

## **QUALITIES**

1. Some knowledge of Kiswahili would be very helpful
2. Experience of managing accounts
3. Computer literacy
4. Experience of managing personnel
5. Experience of financial management.

### **A. LEADERSHIP**

- i) To create an effective work environment for all non-teaching staff
- ii) To create the highest standards of personal behaviour amongst non-teaching staff, especially with regard to responsible financial management and supervision
- iii) To apply and enforce all financial and personnel regulations
- iv) To represent the interests of the school at financial meetings of the town and district and at Diocesan level
- v) To provide opportunities to motivate non-teaching staff by establishing means of recognition for achievement
- vi) To ensure that the school is able to deliver in its administration, its short-, medium- and long-term objectives
- vii) To promote clear expectations and constructive working relationships amongst non-teaching staff
- viii) To promote good relationships between teaching and non-teaching staff
- ix) To ensure that school plans can be achieved in cost and revenue terms.

### **B. SCHOOL COMMITTEE, DIOCESAN BOARD AND TRUST DUTIES**

- i) To represent the interests of the school at all meetings of the Board in matters relating to finance
- ii) To represent the interest of the school at meetings of the Trust
- iii) To assist the Headmaster in drawing up detailed financial statements for the Bishop, Boards, Trust, etc.

### **C) PERSONNEL**

- i) To be responsible for the advertising for and recruitment of all non-teaching personnel
- ii) To be responsible for drawing up contracts for all staff
- iii) To provide funding for all in-service training or external courses for teaching and non-teaching staff
- iv) To develop expert knowledge on all issues of employment, contract, maternity, and termination of employment law
- v) To manage all non-teaching personnel to ensure that they fulfil their duties effectively
- vi) To create an effective management structure for non-teaching staff.

### **D) FINANCE**

- i) To supervise all accounts personnel in the fulfilment of their duties
- ii) To be responsible for the drafting of the school budget with the Head and the Accountant
- iii) To supervise the preparation of cash flow forecasts
- iv) To monitor bank account operations

- v) To monitor petty cash operations
- vi) To ensure efficient and timely payment of PAYE and NSSF, etc
- vi) To monitor and maintain all relevant cash books.
- vii) To monitor and maintain statutory deductions.
- viii) To monitor staff loans and advances
- ix) To supervise the maintenance of the fixed assets register
- x) To supervise the process of bank reconciliation
- xi) To supervise the drawing up of quarterly and annual financial statements.

**E) MAINTENANCE**

- i) To be responsible for the day-to-day management of school facilities
- ii) To set priorities on the allocation of funds
- iii) To monitor all issues of safety for teaching and non-teaching staff and students
- iv) To monitor all non-teaching staff in the delivery of their functions
- v) To negotiate with contractors to secure the best deals for the school
- vi) To organize all tender arrangements
- vii) To chair the School Maintenance Committee.

**F) BUILDING**

- i) To negotiate contracts for new buildings, with the Headmaster
- ii) To organise tender documents
- iii) To supervise building to ensure that structures are in line with plans
- iv) To recognise any defects in the realisation of plans
- v) To follow up any agreements made with contractors concerning changes, failure to achieve deadlines, etc
- vi) To ensure that funding is available for each stage of the contract period.

**G) FOOD**

- i) To assist the Food Committee in the planning of food needs for student and staff
- ii) To supervise the process of purchase of food in line with the recommendations of the Food Committee
- iii) To supervise the delivery of food to ensure that there is minimal waste or abuse of food stocks
- iv) To supervise the distribution of food from stocks to ensure there is no waste
- v) To supervise the cooks in the preparation of provision of food.

**H) STRATEGY**

- i) To assist the Headmaster in the formulation of medium- and long-term plans
- ii) To advise the Headmaster on the financial feasibility of such plans
- iii) To assist the Headmaster in the drawing up and timing of these plans.

**D) FUND-RAISING**

- i) To assist the Headmaster and Trust Treasurer in any fund-raising initiatives in the UK
- ii) To establish a fund-raising strategy for Tanzania
- iii) To assist the Trust Treasurer in attracting sponsors for Mvumi students
- iv) To work with the Treasurer to establish a possible strategy for assistance with university fees for Mvumi leavers.