

Bursar

Job Location(s): Heckington

Grade: G7.18: £13,601.28 per annum (pro rata) | FTE Salary: £32,597.00

Job Category: Schools-Support

Contract Type: Permanent

Appointment Type: Part Time

Hours per week: 18 – Days to be negotiated
39 weeks per year (Term Time Only)

Contact Phone Number: 01529 460633

Web Address: <http://www.heckington.lincs.sch.uk/>

Start Date: September/October 2026

Are you an experienced finance professional with excellent organisational skills and a strong understanding of school finance and HR?

We are looking for an experienced Bursar to provide strategic financial and business management support and help ensure the effective running of our school.

The role includes:

Finance: budget management, forecasting, five-year planning, payroll, financial reporting and year-end

Business Management: procurement, contracts, suppliers, value-for-money reviews and efficiency savings

HR: contracts, recruitment, staff changes, HR casework and workforce planning

Governance: finance committee papers, governor meetings and financial advice

Compliance & Risk: GDPR, audits, risk management, statutory compliance and safeguarding

Strategic Support: advising the Headteacher, business continuity and supporting school improvement

Training: monitoring statutory training and supporting workforce development

You will have substantial experience of working in a finance, business management or school administration environment, with a sound understanding of financial procedures, budget monitoring and organisational planning. You should be confident working independently, managing competing priorities and providing accurate, timely information to senior leaders and governors.

The successful candidate will be able to demonstrate experience of:

- Preparing, monitoring and managing budgets
- Producing financial reports, forecasts and management information
- Supporting year-end accounts and audit processes
- Managing purchasing, procurement and supplier relationships

- Maintaining accurate financial, personnel and confidential records
- Working with payroll, HR systems and staff contracts
- Advising senior leaders on financial and operational matters
- Preparing reports and papers for committees or governing bodies
- Applying policies, procedures and statutory requirements
- Identifying risks, resolving problems and improving systems
- Using financial, HR and office-based computer systems effectively
- Communicating professionally with staff, governors, parents, suppliers and external agencies

Experience of working within a school, academy or public-sector environment would be advantageous, as would knowledge of school financial regulations, payroll procedures, HR processes and governance requirements.

A Bursar qualification, ECDL or equivalent IT qualification, experience of staff supervision and knowledge of relevant financial management systems are desirable. Above all, we are looking for someone who is reliable, discreet, proactive and committed to supporting the success and development of our school.

Could you be our next Bursar?

If you have the experience, expertise and commitment to make a real difference to our school, we would love to hear from you!

Closing date for applications: Friday 18th September 2026

Interviews will be held week commencing 21st September 2026

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS check, satisfactory references and all relevant pre-employment checks.

For an application pack, please contact the school office:

Telephone: 01529 460633

Email: enquiries@heckington.lincs.sch.uk

Or visit our website: <http://www.heckington.lincs.sch.uk/>