



**Mirfield**  
**WF14 0BW**

## **Bursar**

The College of the Resurrection is one of the 10 residential theological colleges of the Church of England. All the colleges are independent foundations, but each has the primary task of preparing men and women for ordained ministry in the Church of England. The College is unique in being the only Anglican theological institute founded by and living in close proximity to a monastic community, the Community of the Resurrection. The student body is small (normally between 24 and 40 students) engaged in formally recognized study for undergraduate and post-graduate qualifications, mostly with the University of Durham (Common Awards), with whom we work amongst the Yorkshire Theological Education Partnership (YTEP).

### **Post Description:**

The post-holder will deliver all financial services to the College. S/he will work closely with the Principal, but will have significant responsibility in areas where s/he will be expected to work with minimal supervision. The Bursar will have a key role in the smooth running of the College and its relations with the wider church, as well as with prospective and former students; and liaise with the Facilities Manager in matters concerning staff and student accommodation. S/he will be a member of the small Management Team of the College. The role requires absolute discretion and confidentiality. S/he will demonstrate willingness to contribute to the unique character of the College of the Resurrection - "a theological college like no other" - its values, academic pursuits and shared life.

**Reporting to:** The Principal

### **Duties and Responsibilities:**

#### **Accounting**

1. Payment of all bills and keeping a proper record of payment, using the Sage "Accounting Start" computer accounting system.
2. Issue of invoices to Dioceses on a termly basis to collect appropriate fees from Ordinand students.
3. Issue of invoices and collection of appropriate fees from other students.
4. Payment of staff and student expenses.
5. Receipt of income from legacies, subscriptions, donations, Gift Aid, and investments.
6. Recording all income and expenditure using Sage.
7. Payment of all income into the Bank.
8. Monthly Bank reconciliation.
9. Completion of all books at the end of the financial year in preparation for the annual audit.

10. Production an annual budget for the following year broken down on a quarterly basis.

### **Payroll & HR**

11. Calculation of salaries with PAYE and NIC. Completion of annual returns to Inland Revenue, using the Sage Payroll computer system.
12. Assistance with recruitment of staff when required.
13. Undertake HR duties when required in collaboration with outsourced advisors.

### **Property Management**

14. Management of the student inhabited College owned properties, including:
  - a. issuing of tenancies
  - b. compilation of check in and check out reports
  - c. mid-year inspections
  - d. notification of council tax and utility responsibilities on change of tenancy
15. Collection of rents from Students living in College owned accommodation.
16. Liaising with site Facilities Manager to plan, authorise and pay for repairs and upkeep of student and staff properties.
17. Liaising with local letting agents to find tenants for College owned accommodation when not required by students.

### **Meeting Attendance**

18. Attend monthly meetings of the College Management Team.
19. Preparing and giving financial reports to the monthly College Management Team, the College Council and meetings of the trustees of the Frere Educational Trust.
20. To act as Company Secretary of the Frere Educational Trust.
21. Attend regular meetings C.R. Finance Advisory Committee.

### **Other duties**

22. Deal with maintenance, MOT, tax and insurance for the College cars. Arrange for the replacement of vehicles as required.
23. Updating the risk assessment after review with the trustees of the Frere Educational Trust.
24. Providing the group Fundraiser with figures and information to support funding applications and/or fundraising campaigns.

These responsibilities may be varied from time to time without changing the essential character of the post.

### **Person Specification:**

#### **Experience, Skills & Qualifications Required**

1. Strong financial management skills.
2. Knowledge of accounting procedures and best practices.
3. Sage Payroll and Sage "Accounting Start" experience.
4. Familiarity with budget preparation and cash flow management.
5. Excellent interpersonal skills and experience of working in teams.
6. Very good analytical and problem-solving skills.

7. A self-starter who is able to take initiative where appropriate and work unsupervised.
8. Ability to work under pressure, prioritise effectively and to meet deadlines.
9. A high level of personal organization and methodical, systematic style of working.
10. A high level of accuracy and attention to detail.
11. Excellent oral and written communication skills.
12. The ability to work accurately and co-operatively as part of a small team.
13. A sympathetic interest in the life and culture of the College.
14. Experience of finance in academic and/or church contexts (desirable).

Although a number of tasks recur regularly, much of the work involves responding to situations as and when they occur, so flexibility and a certain creativity in the postholder is necessary.

**Hours:** 20 hours per week (normally 9 am to 1 pm Monday to Friday). Some events may occasionally require working beyond these hours.

**Benefits:** Salary in the range £30,000 to £36,400 per annum (pro-rata), dependent on experience.  
Inclusion in the CEPB Church Workers Pension scheme.  
25 days' annual leave + Public holidays. It may not always be possible to take bank holidays that fall in term time, but time off or payment in lieu will be given. Annual leave may not normally be taken during College terms, nor in the week before or after the academic year.

Applications should be made on the Application Form included within the Information Pack.

The completed application form should be sent to the Principal at:

The College of The Resurrection  
Stocks Bank Road  
Mirfield  
West Yorkshire  
WF14 0BW

Or by email to: [principal@mirfield.org.uk](mailto:principal@mirfield.org.uk)

Please put **Bursar** in the email subject line.