

All Saints' Cathedral, Kampala (ASCK) is a parish of Diocese of Kampala and the seat of the Bishop of the Diocese; who is also the Archbishop of the Province of the Church of Uganda. The parish was founded in 1912 as a chaplaincy and has grown and has over the years grown to its current status of Cathedral. The Cathedral is governed by the Canons of Church of Uganda and the ASCK policies. The Cathedral is managed by the Provost who is assisted by a team of clergy and non-ordained staff.

A vacancy exists for motivated, competent and experienced professional(s) to join our team. A competitive salary will be provided to successful applicant for the following vacancy:

## **JOB TITLE: SCHOOL BURSAR**

### **1. JOB PURPOSE**

To be responsible for the majority of non-educational aspects of the school's operations while working as a key member of the School Leadership Team. This will be a role with particular responsibility for the financial, operational and estate management aspects of the school's non-educational operations.

### **2. DUTIES AND RESPONSIBILITIES**

#### **2.1. Financial management and control**

Assist with the financial management of the school following precise school protocols and organisational procedures and controls, alongside the Head Teacher; including but not limited to:

- i. Managing the school accounting and financial record systems on school fees collections.
- ii. Maintenance of appropriate and effective systems and procedures for financial control, in line with regulatory and audit requirements and agreed policies.
- iii. Managing the process of receipting, recording and reconciliation of all monies received from pupils.
- iv. Issuing of receipts and regular statements to parents regarding school fees payments.
- v. Undertaking regular follow ups with parents to achieve 100% fee collection.
- vi. Providing regular reconciled statistical reports to the Head Teacher and Finance Manager regarding fees collection.
- vii. Advising parents and staff on the general financial policy within the school and the organisation.
- viii. Scrutinising and requesting payment for all invoices received in school.
- ix. Make cash payments as and whenever necessary.
- x. Collaborate with team members to prepare, maintain and monitor the school budget.
- xi. Monitor the school spending to ensure that it is within the approved budget.

#### **2.2. Stores Management**

In close collaboration with the Estates Manager, Head Teacher and Finance Manager, manage and oversee the receiving, storage and issuing of supplies and equipment for the day-to-day school operations; including but not limited to:

- i. Manage and provide technical oversight of all the activities of the school stores.
- ii. Receiving and inspecting all incoming materials for correctness in the quality, quantity, specifications and condition of the materials received;
- iii. Reject all damaged, unacceptable, or incorrect items and notify immediate Administration;
- iv. Requisition, store, and issue of school consumables to school staff and pupils.
- v. Ensure the proper utilization of the inventory tracking system to record inflows, outflows and general stock levels through school accounting system.

- vi. Analyse daily stock levels to anticipate inventory problems, logistical needs and shortages.
- vii. Record and track usage of all school items
- viii. Maintaining proper inventory and assets of the schools.
- ix. To properly stock the materials received as to ensure easy access identification, verification, handling and maintenance.
- x. To ensure proper measures for the safety of the stores, materials and store keeper maintained up to date and in a presentable condition.
- xi. To undertake periodical stock verification and ensure correctness of stock at all times.
- xii. Contribute to team effort by accomplishing related results as needed.

### **2.3. Facility & Property Management**

In close collaboration with the Head Teacher and Finance Manager, oversee the fixed assets registered under the ambit of the school; including but not limited to:

- i. Keeping a record and monitoring a system of controls and procedures for school fixed assets.
- ii. Actively participate in assigning and tagging numbers to fixed assets.
- iii. Identifying, recording and monitoring fixed asset acquisitions and dispositions through journal entries in the school accounting system.
- iv. Review and regularly update the detailed schedule of fixed assets and calculation.
- v. Conduct periodic physical counts, maintenance and constant checks of fixed assets.
- vi. Assist in identifying assets to be retired in the asset register
- vii. Prepare audit schedules relating to school fixed assets, and assist the Auditors in their inquiries.
- viii. Provide support for the Estates Manager in overseeing the maintenance of the school site and the buildings, and managing the efficient operation of all facilities on the property.

### **2.4. Reporting, Compliance & Risk Management**

To provide the Head Teacher with clear reports on the current status of the operations of the school Bursar office and practical recommendations for enhancing success and mitigating risks. Including but not limited to:

- i. Work with the finance team to design relevant reports covering the role responsibilities.
- ii. Regularly report on school fees reconciliation.
- iii. Providing regular statistical reports to finance and Head Teacher
- iv. Report on inventory levels and procedural efficiency.

### **2.5. General duties and responsibilities.**

Perform general tasks and provide necessary support to school activities in accordance and within organisational procedures. Including, but not limited to:

- i. To uphold the school policy in respect to child protection matters.
- ii. Attend school and departmental meetings.
- iii. Work flexible hours should the need arise.
- iv. To keep abreast of developments in the financial administration of schools.
- v. Performing secretarial roles as directed by the Head Teacher.
- vi. Any other lawful role that might be allocated by the Head Teacher

Working in accordance and within organisational safety procedures at all times. Including, but not limited to:

- i. Being aware of and abide by the safety procedures that apply to own work.
- ii. Using the required safety equipment at all times.
- iii. Responding to corrective actions as requested by the Head Teacher.

- iv. Reporting quality and safety problems in a timely fashion.
- v. To carry out other lawful duties as requested by management from time to time.

### **3. QUALIFICATIONS AND EXPERIENCE**

- i. A Bachelor's Degree in Accounting / Finance from a recognized University / Institution.
- ii. Must be part-qualified professional Accountant at Middle Level of any recognized Accountancy Institution such as ACCA, CPA (U), and CPA (K).
- iii. Must be honest.
- iv. Must be a born again person (Christian).
- v. Strong knowledge of Generally Accepted Accounting Principles. (GAAP)

### **4. SKILLS AND COMPETENCIES**

- i. Strong ability to apply several accounting and reporting systems.
- ii. High levels of numeracy and literacy.
- iii. Able to work to own initiative, prioritizing workloads to meet deadlines.
- iv. Excellent communication and interpersonal skills.
- v. Ability to lead, motivate and influence in a complex professional structure.
- vi. Excellent ICT skills, including finance management systems, e.g., Excel, QuickBooks, ERP etc.
- vii. Accurate quick data input and analytical skills.
- viii. Confidentiality and sensitivity to issues, as required.
- ix. Trust, loyalty, tact and discretion and the ability to be impartial.
- x. Ability to contribute to school strategy and able to think beyond the current timeframes.

All suitably qualified and interested candidates are encouraged to send an application letter enclosing a detailed Curriculum Vitae, current salary information, telephone contact and details of at least 2 reference addressed to:

Interested candidates should email their cover letter addressed to the Human Resource Manager and updated CV only to [info@allsaintskampala.org](mailto:info@allsaintskampala.org) indicating the job title in the subject of the email.

Applications should reach us **not later than 05:30 PM on 28<sup>th</sup> April 2022.**