

STAREHE GIRLS'
CENTRE



Vacancy Announcement: SCHOOL BURSAR

Starehe Girls' Centre is charitable Institution, Incorporating a National High School and Skills Training Programme for girls. It seeks to recruit a person to fill the position of Bursar. The Bursar overall responsibility will be day-to-day management and supervision of the financial and accounting aspect of the Centre.

Interested candidates are asked to access the job profile and requirements **enclosed** or from the following website:

www.starehegirlscentre.sc.ke

**Applications to be received on or before
29 March 2024**

Step 1 - Fill online Form (Link Below)

<https://forms.gle/emsSArnQuH3kE1Y66>

Step 2 - Submit CV, Copies of certificates, ID, PIN to:
recruitment@starehegirlscentre.co.ke

Only shortlisted candidates will be contacted.

STAREHE GIRLS' CENTRE

JOB DESCRIPTION

POSITION: SCHOOL BURSAR
REPORTING TO: HR AND ADMINISTRATION MANAGER
DIRECT REPORTS: ASSISTANT ACCOUNTANTS

Job Purpose

The overall responsibility and day-to-day management and supervision of the financial and accounting aspect of the school. The Bursar manages and oversees operations of student and staff accounts. Also provides leadership and direction for tuition and fee structure, sponsorship, billing and receivables, petty cash, and payments. The bursar also ensures that accounting policies, controls and guidelines comply with procedures of the Centre and are adequate and effective.

Key duties and responsibilities

The roles & responsibilities of the subject position are as under:

1. Reconcile credit card transactions daily with Bursars Office, maintain credit card terminal operations, policies and procedures.
2. Primary interface with the Bursar's Office for all policies, procedures, past due accounts and collections actions.
3. Ensure proper records on fees and other payments like farm sales are always kept and requisite receipts etc. are issued correctly.
4. Ensuring a proper paper trail for each transaction is kept.
5. Developing management mechanism of school's resources and statutory compliance
6. Planning and evaluating cost reduction measures.
7. Managing, evaluating, accounting systems for the school
8. Working with auditors in ensuring accountability
9. Preparation and monitoring of the Centre's budget
10. Developing working relations with professionals e.g. bankers, auditors,
11. Prepare requisitions for different requirements of the school
12. Safeguarding the school assets by providing proper coding and records
13. Supervising of all support staff members under him/her
14. Preparing regular financial reports as instructed from time to time.
15. An effective control system that provides appropriate solutions to internal problems.
16. Ensures that data comply with general accepted accounting principles and are fair and complete.
17. Tests, implements, and documents procedures related to the Bursar's Office activities.
18. Handle all student accounting and billing.
19. Manage all payments (cash/credit cards, Mpesa) collected for student accounts and prepare deposits during enrollment periods and throughout the school year for students.

20. Ensure the accurate and timely processing of all activities associated with student receivables, including billing, collections, account reconciliation and the preparation of up-to-date accounts.
21. Publish charges and statements to self-service accounts.
22. Responsible for assessing late fees on overdue accounts in accordance with school policy.
23. Assisting students and families with payment methods and ensuring balances are cleared before key deadlines.
24. Responding to student, parent, and other inquiries.
25. Serve on the Management team of the SGC.
26. Undertake any other duties and responsibilities as may be assigned from time to time by the HR and Administration Manager

Qualification

1. Bachelors in accounting and finance from a CUE recognized institution.
2. A Certified Public Accountant of Kenya (CPA(K)).
3. A full member of the Institute of Certified Public Accountants of Kenya (ICPAK).

Knowledge, experience, and qualifications

1. At least 5years of experience in the accounting area a large organization preferably in the education Sector.
2. A proven track record of character consistent with the ethos of Starehe.
3. Must be IT savvy with experience in modern computer packages to support decision making and operation of all functions.
4. Must be conversant with Financial Management Information Systems (FMIS)

Key competencies

1. A self-driven individual who is committed to sacrificial service, excellence, accountability, and leadership that is solely focused on the students and the good name of Starehe.
2. An individual of impeccable character, integrity, and good moral standing.
3. Excellent organizational skills: flexible and able to multi-task, with demonstrated resourcefulness in setting priorities.
4. Attention to detail and accuracy, planning and organizing.
5. Strong communication skills
6. Problem analysis
7. Strong judgment and problem-solving and supervisory skills
8. Strong sense of accountability, integrity, and ability to handle highly visible responsibilities.
9. Ability to take initiative, act independently and direct one's own work.
10. Guided by exceptional common sense, maturity, discretion, and the ability to maintain confidentiality.

Key Performance Indicators

1. Timely provision of reports, stationery, furniture, kitchen supplies and other requirements in the day to day running of the school.
2. Prudent financial management.
3. Budget preparation and controls.
4. High Revenues in comparison to expenditure.