



BISHOP ANSTEY HIGH SCHOOL EAST & TRINITY COLLEGE EAST

EMPLOYMENT OPPORTUNITY

BURSAR

1. POSITION OBJECTIVE

The Bursar provides strategic and operational leadership for the financial management of BATCE to ensure effective budgeting, accurate financial reporting, regulatory compliance, and the efficient use of financial resources. The role oversees budgeting, revenue and cash flow management, payroll, vendor payments, financial reporting, and statutory compliance, while advising Principals and the Board on financial matters and supporting informed decision-making. This ensures financial sustainability, strong governance, uninterrupted school operations, and the timely delivery of high-quality financial services across the organisation. Provides administrative support in the day-to-day operations of the Human Resource Department in the areas identified.

2. KEY ACCOUNTABILITIES

- ❖ **Financial Planning, Budgeting & Compliance:** Prepares and monitors the annual budget to ensure effective financial planning and accurate reporting by coordinating the annual budgeting process with relevant stakeholders, overseeing the recording and reporting of income and expenditure, maintaining accounting records and financial reports, and ensuring adherence to Ministry of Education requirements, government financial regulations, and governance directives of the Bishop Anstey Association (BAA) and the Board of Management.
- ❖ **Strategic & Operational Support:** Advises the Principals and School Board on Financial matters regarding the effective management of the organisation's cashflows through coordination of funding requests, monitoring of bank balances, managing deposits & payments to maintain sufficient liquidity ensuring all financial obligations are met on a timely basis
- ❖ **Fees and Revenue Administration:** Oversees the monthly request and deposit of operational funds disbursed from the BAA to ensure effective cash flow management, manages the staff and other receivable accounts, oversees the collection of daily funds and manages deposit of funds to the organisation's Bankers and produces monthly financial reports and statements for the Board of Management.
- ❖ **Financial Reporting and Statutory Compliance:** Prepares and submits audited financial statements of BATCE within three months of year-end by providing complete and timely data to external auditors, to comply with statutory requirements and support regulatory and governance obligations.
- ❖ **Vendor payments:** Approval of vendor payments, petty cash disbursement, purchase order generation, ensuring proper protocols in accordance with approved purchase requisitions, contractual terms, and the Accounting Policies and Procedures Manual, to support uninterrupted school operations.
- ❖ **Payroll & Administrative Support:** Approval of payroll processing inclusive of remittance for salary deductions to the various agencies/institutions and ensures salaries and statutory deductions are paid on time in accordance with government regulations.
- ❖ **Team Leadership and Development:** Leads, coaches, and develops the Bursary team to ensure high-quality, confidential, and timely service delivery by delegating responsibilities appropriately, reviewing outputs, providing feedback, and performance management support, thereby maintaining a skilled, capable, and high-performing team.

3. THE CANDIDATE

Education & Experience

- ❖ BSc Accounting or Level 11 ACCA. Alternatively, BSc Management with concentration in accounting.
- ❖ Certificate in payroll management, project management, taxation and experience in customer service
- ❖ Minimum 7-10 years progressive experience in accounting & finance, encompassing production of financial statements/management accounts, statutory reporting, experience with reporting to a Board of Directors/Management, experienced in managing annual external audits.
- ❖ Minimum 5 years Supervisory experience.

Knowledge:

Accounting Standards, taxation, local laws which apply to companies, filing of Income taxes and other statutory requirements of the GoRTT. Corporate governance and Industrial relations knowledge.

Skills & Abilities:

- ❖ Proficiency in Microsoft Office Suite and QuickBooks.
- ❖ Pension fund management
- ❖ Ability to reconcile and analyse financial data.
- ❖ Strong report writing and presentation skills.
- ❖ Excellent analytical, problem-solving, and conflict resolution skills.
- ❖ Ability to manage multiple priorities, work under pressure, and meet strict deadlines.
- ❖ High level of accuracy and attention to detail

4. FURTHER INFORMATION

Interested persons are asked to submit their applications to hr@batce.edu.tt
CLOSING DATE FOR RECEIPT OF APPLICATIONS – July 15, 2026