Job title: Bursar

Name:

Responsible to: Principle Tutor

General

Work with the teaching team at Uganda Nursing School-Bwindi towards meeting the Objectives of the school.

Job description summary

Provide support to the school to effectively raise funds to run the school, effectively manage the funds and give quality financial report.

Job-specific:

- Work with the school authorities to generate fees structures of different courses
- Monitor income and expenditure in relation to budget and present regular reports to the School management committee.
- Maintain cash flow projections for the current and future years.
- Prepare students’ bills and collect all fees and extras
- Payment of all salaries and wages, including PAYE, NSSF
- Advise on scholarship and bursary funds and assess parents' income and assets prior to making bursary awards.
- Scrutinize and pass payments of all invoices received in the school.
- Organize special appeals for capital projects.
- Advise on the financial implications of decisions made by the school management committee
- Advise on general financial policy within the school
- Receipt and Safe Custody of All Payments into the nursing school.
- Administer Petty Cash; Write payment Vouchers, Ensure valid Authorization and, Follow Up accountability.
- Follow Up & ensuring timeliness of Creditors/Suppliers payments.
- Neat and Systematic filing of documents and Record keeping.
- Ensure that all students have paid fees before they sit their exams
- Provide sufficient Customer Care in line with the School’s code of Conduct.
- Bank reconciliations
- Any other duties as assigned from time to time

Disclaimer
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

I agree that the above duties constitute my job description

Signed by employee................................. Date.......................... 

Signed by supervisor..................................Date..........................