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Bursar

Full time 37.5hrs per week, Monday-Friday, all year round

Rydes Hill Preparatory School & Nursery educates girls from 3 to 11 and boys from 3 to 7 within idyllic surroundings in the Guildford suburbs. We pride ourselves on our strong family feel and provide a caring and ambitious environment for children to grow in confidence and fulfil their potential.

We are seeking to recruit a Bursar. We currently have an experienced interim Bursar in place and there would be the opportunity for a full handover.

The successful candidate will have experience in accounting, from book-keeping to final accounts, ideally with an accounting qualification. They will be primarily responsible for all areas of financial planning and budgeting process, billing and payroll. They will have the services of a finance assistant to support them with this.

Experience in a School environment is preferred but not essential.

If you wish to discuss the role, please call the Interim Bursar, Martin Halsall, on **01483 544974**. Alternatively, please email jacqui.oneill@rydeshill.com for an application form.
Rydes Hill is committed to safeguarding and promoting the welfare of children. This post is subject to a satisfactoryenhanced DBS check