



Deputy Bursar

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

An exciting opportunity for progression for the right candidate

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 Deputy Bursar. We currently have an experienced part time Bursar in place and there would be excellent room for development & career progression.

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 officer to support them with monthly reporting.

Experience in a School environment is useful but not essential.

Closing date: Friday 21st October 12noon

If you wish to discuss the role, please call the 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 satisfactory enhanced DBS check