



LIMURU GIRLS' SCHOOL

P.O. Box 340 - 00217,
Limuru Kenya
Mobile: 0721-966 936, 0734-830 753

Email: limurugirlsschool@yahoo.com
limurugirlsschool1922@gmail.com
Website: www.limurugirlsschool.ac.ke

Our Ref:.....

Your Ref:.....

DATE 22/7/24

JOB DESCRIPTION, POSITION: SCHOOL BURSAR.

1. Ensure proper and accurate account records and documents are maintained.
2. Developing management mechanism of school resources and statutory compliance.
3. Ensuring that the School Finance Systems are IPAS Compliant.
4. Working with School Auditors to ensure accountability, transparency, accuracy and integrity of School Finance reports.
5. Preparation , Monitoring and reporting on the School Budget by including all revenue, expenditure, Capital expense and ensure all pertinent information is available.
6. Safe guarding the School's assets by providing proper coding, tagging, branding and inventories.
7. Supervising all Support Staff and Non-teaching staff.
8. Preparing regular Finance report and statements in timely and accurate manger.
9. Ensuring that the accounting and finance data comply with general accounting principles and are fair and complete.
10. Manage Accounts' payables and receivables.
11. Supervision of collection and receiving of school revenue.
12. Coordinating the Accounts' Department to ensure timely and accurate billing statements for students.
13. Preparing accurate Monthly Trial Balances and the School Balance Sheet at the end of the financial year.
14. Preparing the payroll for Support and Non-teaching staff in a timely and accurate manner.
15. Manage the Petty Cash record and reconcile on daily basis, the Cash book.
16. Ensure all School Bank Accounts are operated in accordance with best practices- including that a full reconciliation statement is taken at least once a month and necessary reports made.
17. Ensure proper orders are placed for all goods and services and authorization verified and invoices given to the Chief Principals for final approval before payments.
18. To investigate variances against budget and provide analysis of the difference and make necessary report to School Management, for further direction.

Prepared by:


Ms SUSAN M. KARIUKI
SECRETARY BOM

CHIEF PRINCIPAL
LIMURU GIRLS' SCHOOL
P.O. Box 340 - 00217,
LIMURU