DRAFT

Sadiq Public School

Since 1954

JOB DESCRIPTION

BURSAR

Dear Candidate,

On behalf of Sadiq Public School, its staff and pupils, I would like to thank you for expressing an interest in our vacancy for a Bursar.

Sadiq Public School is an independent boarding and day school. It comprises the Junior School, the Prep School (Boys), the Senior School (Boys), the Prep School (Girls), the Senior School (Girls) and the Progressive School and offers education to nearly 2500 pupils aged 3 to 20 years old.

A distinctive feature of Sadiq Public School is its House System with all pupils, whether day or boarding, being members of a House. Boarding numbers at present stand at circa 700 pupils with an intention to increase to approximately 1200 plus within a couple of years. It aims to be a truly world-leading academic institution, sharing and teaching the values and spirit of the School's founder.

Against the backdrop of an expansive and beautiful campus, Sadiq Public School is now entering a period of ambitious growth and development not only in terms of its curricular and pastoral provision but also in terms of its physical facilities for teaching and boarding, with a significant, phased investment programme planned.

Underpinning everything that we do is the aim that each pupil not only gets fulfilment and enjoyment from their school years but leaves the School with an understanding and value of self and with the necessary skills and knowledge to succeed at university and in the wider world. That success depends not only on high academic and extra-curricular achievement but also on having acquired the necessary human skills and values that will enable them to operate in a global society.

In this pack, you will find information about the School, the post and the appointment process. We hope this will tell you everything you need to know, but if you do have any questions, or if you would like to arrange an informal visit, please contact me via email at principal@sps.edu.pk

We look forward to receiving your application.

Principal

The School

His Highness Sir Sadiq Muhammad Khan Abbasi, the Ameer of Bahawalpur, laid the foundation stone of Sadiq Public School on 4th March 1953, provided 450 acres of land and financed the entire construction. His Chief Minister, Makhdoomzada Hassan Mahmud, supervised the project.

On January 18th, 1954, His Highness Sir Sadiq Muhammad Khan Abbasi inaugurated the School with 37 students and 7 teachers. The initial structure consisted of the Main Academic Block, 2 Boarding Houses and 5 Staff Houses with Khan Anwar Sikandar Khan as the first Principal. Sadiq Public School began as an institution for girls and boys. In the next two years, one swimming pool, a hospital and 12 staff houses were built by the Public Works Department.

In 1957, the first batch of students appeared for Senior Cambridge. In 1958, students appeared for Matriculation and in 1966 for Intermediate and in 1994 students appeared for Cambridge A Levels.

In 1966, the admission of girls was stopped. A separate Girls’ Section started in May 2003 with 9 girls and has since grown to more than 700 girls with 120 boarders. The new academic building for girls, donated by His Royal Highness the ruler of Abu Dhabi and President of the UAE, was completed on July 25th, 2008, for girls' classes (Class 6 to 12). Lessons for girls in the new building began on October 6th, 2008.

Today, Sadiq Public School is the embodiment of its Founder's vision - a school providing an outstanding public school education to students not just from the Bahawalpur region, but from all over Pakistan. The School's facilities as well as the environment are good but a major programme of development is now underway. The opportunities for students are unlimited. The curriculum is based on the 5-pointed star of the School's emblem: discipline, academics, sports, clubs, societies, and community service.

Sadiq Public School students gain admission to the world's best universities and make strong and valued contributions to their beloved Pakistan.

Significant investment has taken place in recent years to modernise boarding and redevelop parts of the site. The School has an ambitious estates development plan which will see further investment in the next three years.

The School falls under THE PUNJAB EDUCATIONAL INSTITUTIONS (RECONSTITUTION) ACT 2021(ACT XXII OF 2021).

Wider School Life and Mission

Mission statement

- To be a vibrant, caring school, providing an education where each person is known and loved.
- To enable all who study here to discover their strengths and make the most of their talents within a nurturing and supportive community.
- To foster spiritual and personal development and a sense of social responsibility.
- To create an educational environment that nurtures creativity, encourages flexibility and embraces independence of thought.
- To equip our pupils with the values, skills, and habits of mind that will help shape their future in the wider world.

The post holder will have a central role in the life of the School and will have sympathy with the values and ethos of the School. The successful candidate will join a strong, energetic and collaborative senior leadership team who are committed to continuous whole school improvement. Supportive, imaginative and enthusiastic teamwork is a cornerstone of the School’s way of working and the Bursar will play a pivotal part in building on this relationship.

There is a tangible sense of community at Sadiq Public School and we believe that it is an exceptional place to work. The senior team works very closely and the Bursar will have a key role in helping shape the future development of the School.

1. Purpose of the Position

The Bursar is the School's senior financial officer, responsible for the complete financial and accounts management function of Sadiq Public School. The Bursar ensures the School's financial resources — fees, grants, endowments, and operating funds — are planned, collected, safeguarded, recorded, reported and deployed with accuracy, transparency and full regulatory compliance.

The role carries end-to-end ownership of all financial services of the School, including but not limited to budgeting, accounting, payroll, fee management, procurement and payables, treasury and banking, statutory compliance, audit, insurance, asset management, and financial reporting to the Principal and the Board of Governors. The Bursar is a standing member of the School's senior leadership team and the principal financial adviser to the Principal.

The Bursar's mandate is to make the School's finances as dependable as its academic systems — every rupee accounted for, every obligation met on time, and every financial decision available for scrutiny at any moment.

2. Position in the organisation

The Bursar reports directly to the Principal on all financial matters and works closely with the Board of Governors' Finance Committee on budgeting, financial policy, and statutory reporting. The Bursar leads the Finance & Accounts Department and holds functional oversight of all finance-related staff across departments, including fee collection, payroll, procurement, and stores.

3. Key responsibility areas

The responsibilities below define the full scope of the Bursar's financial and accounts management mandate. This list is representative of the role's scope and is not exhaustive — the Bursar is responsible for all financial services of the School, including matters not individually itemised here, in keeping with sound financial practice and the Principal's direction.

3.1 Financial planning and budgeting

- **Annual budget preparation:** lead the preparation of the School's annual operating and capital budgets in consultation with the Principal, Vice Principals, and Heads of Department.
- **Budget consolidation:** consolidate departmental budget requests (academic, boarding, transport, facilities, co-curricular) into a single, board-ready annual budget.
- **Fee structure recommendations:** prepare annual fee structure proposals based on cost analysis, inflation, and comparative benchmarking, for Principal and Board approval.
- **Cash flow forecasting:** maintain rolling monthly and termly cash flow forecasts to ensure the School can meet payroll, vendor and statutory obligations without disruption.
- **Capital expenditure planning:** prepare business cases and financing plans for major capital projects (construction, equipment, technology) in coordination with the Principal and Board.
- **Budget variance monitoring:** track actual income and expenditure against budget on a monthly basis and report material variances with explanations to the Principal.

3.2 Accounts and bookkeeping management

- **General ledger ownership:** maintain the complete and accurate general ledger of the School, ensuring all transactions are recorded on a timely basis in accordance with applicable accounting standards.
- **Chart of accounts:** maintain and periodically review the School's chart of accounts to ensure it reflects the full range of income and expenditure heads.
- **Monthly closing:** close the books of accounts each month within the timeframe set by the Principal, including reconciliations, accruals and adjusting entries.
- **Fixed asset register:** maintain a complete fixed asset register, including acquisition, depreciation, transfers, and disposal of all School assets.
- **Petty cash and imprest accounts:** oversee all petty cash and departmental imprest accounts, ensuring proper authorisation, documentation and periodic reconciliation.
- **Accounting systems integrity:** ensure the integrity, security and proper use of the School's accounting software/ERP, including user access controls and data backups.

3.3 Fee collection and receivables management

- **Fee billing and collection:** oversee the accurate billing, collection and reconciliation of tuition, boarding, transport and other fees across all sections of the School.
- **Fee defaulter management:** maintain and act on a fee ageing/defaulter report, following the School's fee recovery procedure and escalation timelines.
- **Scholarships and concessions:** administer approved fee waivers, scholarships and concessions accurately, maintaining supporting documentation and Principal/Board approval records.
- **Refunds and adjustments:** process fee refunds, adjustments and withdrawals in line with School policy and within agreed turnaround times.
- **Receipting and reconciliation:** ensure all fee receipts are issued promptly and reconciled daily against bank deposits.

3.4 Payroll and staff compensation

- **Payroll processing:** ensure accurate and timely processing of monthly payroll for all teaching, boarding and support staff, including overtime, allowances and deductions.
- **Statutory deductions:** ensure correct calculation and timely deposit of income tax, provident fund, EOBI/social security and any other statutory payroll deductions.
- **Benefits administration:** administer staff financial benefits including provident fund, gratuity, medical reimbursements, and leave encashment in coordination with HR.
- **Payroll reconciliation:** reconcile payroll records against HR's staff establishment and attendance records each month prior to disbursement.
- **Confidentiality:** maintain strict confidentiality of all staff compensation data, accessible only on a need-to-know basis.

3.5 Procurement and payables management

- **Purchase approval workflow:** operate the School's procurement approval workflow, ensuring purchases are authorised at the correct level before commitment.
- **Vendor management:** maintain the approved vendor list, evaluate vendor performance, and negotiate terms for major recurring contracts (catering, transport fuel, utilities, maintenance).
- **Invoice processing and payments:** verify, process and pay vendor invoices within agreed payment terms, ensuring three-way matching of purchase order, delivery note and invoice.
- **Contract financial oversight:** review the financial terms of all vendor and service contracts before signature, and monitor ongoing contract cost performance.
- **Tendering:** coordinate competitive quotation or tender processes for procurement above the thresholds set in the Delegation of Financial Authority (Section 5).

3.6 Cash and bank management (Treasury)

- **Banking relationships:** manage the School's relationships with its bankers, including account structures, signatories, and banking facilities.
- **Cash and bank reconciliation:** ensure all bank accounts are reconciled monthly, with reconciling items investigated and cleared promptly.

- **Liquidity management:** manage the School's cash position to ensure sufficient liquidity for operating needs while optimising returns on surplus funds through appropriate, low-risk instruments.
- **Cheque and payment controls:** enforce dual-signatory controls on all cheque payments, bank transfers and digital payment instruments in line with the Delegation of Financial Authority.
- **Endowment and restricted funds:** separately account for and report on any endowment, donation or restricted-purpose funds held by the School.

3.7 Financial reporting and management information

- **Monthly management accounts:** prepare monthly income and expenditure statements, balance sheet and cash flow statement for the Principal.
- **Board reporting:** prepare the termly financial report to the Board of Governors' Finance Committee, including budget variance analysis and key financial indicators.
- **Annual financial statements:** prepare the School's annual financial statements in accordance with applicable accounting standards, ready for external audit.
- **Ad hoc financial analysis:** provide financial analysis and costing support to the Principal for strategic decisions (new programmes, capital projects, fee changes).
- **Financial dashboard:** maintain a concise financial KPI dashboard (see Section 6) for regular review by the Principal and senior leadership team.

3.8 Statutory compliance and taxation

- **Tax compliance:** ensure timely and accurate filing of all applicable tax returns (income tax, sales tax/withholding tax where applicable) and deposit of withheld taxes.
- **Regulatory filings:** ensure timely submission of all financial filings required by education regulatory authorities and corporate/trust registration bodies, as applicable to the School's legal status.
- **Statutory registers:** maintain statutory financial registers and records required under applicable Pakistani law and regulation.
- **Compliance calendar:** maintain a compliance calendar of all financial and tax filing deadlines, flagged at least 30 days in advance.
- **Regulatory liaison:** act as the School's primary point of contact with tax authorities and financial regulators on routine matters, escalating material issues to the Principal.

3.9 Audit Coordination — internal and external

- **External audit:** coordinate the annual external audit end-to-end — audit planning, provision of records, query resolution, and implementation of audit recommendations.
- **Internal controls:** design, implement and maintain internal financial controls across all School operations, reviewing their effectiveness at least annually.
- **Internal audit support:** support any internal or Board-commissioned audit or financial review, providing full and timely access to records.
- **Audit findings tracking:** maintain a tracker of all audit findings (internal and external) with named owners and closure dates, reported to the Principal until resolved.

3.10 Asset and inventory management

- **Fixed asset control:** ensure all School assets (furniture, equipment, vehicles, laboratory and IT equipment) are tagged, recorded and periodically physically verified against the fixed asset register.
- **Store and inventory:** oversee stores and inventory management for consumables (stationery, maintenance supplies, boarding house/mess supplies), including stock reconciliation and reorder controls.
- **Asset disposal:** manage the disposal or write-off of obsolete or damaged assets in line with School policy and appropriate approval.
- **Loss reporting:** ensure any loss, theft or damage to School assets is reported, investigated and, where appropriate, claimed against insurance.

3.11 Insurance management

- **Insurance portfolio:** maintain adequate insurance cover for School property, assets, vehicles, and student/staff accident and health coverage as applicable, reviewed annually.
- **Claims management:** manage the end-to-end process for any insurance claim, from incident notification to settlement.
- **Premium budgeting:** budget for and negotiate annual insurance premiums, benchmarking cover and cost against comparable institutions periodically.

3.12 Boarding house and transport finance

- **Boarding house accounts:** maintain separate accounting for boarding house operations, including mess/catering accounts, in coordination with the boarding houses' staff.
- **Transport/fleet finance:** manage the financial administration of the School's transport fleet, including fuel budgets, maintenance costs, and route-wise cost analysis, in coordination with the Transport Manager.
- **Cost-per-student analysis:** periodically calculate the true cost per boarding and day student to inform fee-setting and subsidy decisions.

3.13 Financial systems, risk management and team leadership

- **Financial systems:** own the School's accounting/ERP software, including implementation of upgrades, staff training, and data integrity.
- **Financial risk management:** identify and mitigate financial risks facing the School (liquidity, fraud, fee default, vendor concentration, currency exposure on imported goods where relevant).
- **Fraud prevention:** design and enforce segregation-of-duties and anti-fraud controls across all cash-handling and payment processes.
- **Team leadership:** recruit, train, supervise and appraise all Finance & Accounts Department staff, ensuring adequate cover and succession for critical finance functions.
- **Policy development:** draft and periodically update the School's financial policies and procedures manual, for Principal and Board approval.

4. Operating Cadence

The Bursar's responsibilities are carried out against a fixed operating rhythm. This cadence should anchor the Finance & Accounts Department's calendar.

Cycle	Core activities	Output
Daily	Cash/bank position review; fee receipting reconciliation; petty cash checks; payment authorisations	Daily Cash Position Summary
Weekly	Payables ageing review; fee collection tracking; departmental budget requests processed	Weekly Finance Snapshot
Monthly	Books closed; payroll processed; management accounts prepared; bank reconciliations completed; budget variance review	Monthly Management Accounts
Termly	Board Finance Committee report; fee defaulter escalation review; insurance and compliance calendar review	Termly Financial Report to the Board
Annually	Annual budget prepared; external audit coordinated; annual financial statements finalised; fee structure proposal submitted	Annual Financial Statements & Budget

5. Key Performance Indicators

Area	Indicator	Target standard
Reporting	Monthly accounts closed and reported	Within agreed working days of month-end
Fee collection	Fee collection rate; ageing of receivables	As set in annual budget; ageing actively managed
Payroll	Payroll accuracy and timeliness	100% on-time, error-free disbursement
Compliance	Statutory filings and payments	100% on-time, zero penalties
Audit	External audit findings	Zero recurring findings year-on-year
Budget discipline	Actual vs. budget variance	Material variances explained within the month
Payables	Vendor payment turnaround	Within agreed payment terms

6. Working relationships

6.1 Internal

- Principal — primary reporting line; financial adviser on all strategic and operational decisions.
- Board of Governors' Finance Committee — periodic reporting and financial governance.
- Section Heads and Heads of Department — budget holders, cost centre coordination.
- Boarding Housemasters/Housemistresses — boarding house and mess account coordination.

6.2 External

- External auditors — annual audit and any special financial review.
- Banks and financial institutions — accounts, facilities, and treasury management.

- Tax authorities and regulators — statutory filings and compliance.
- Insurers — policy management and claims.
- Vendors and service providers — procurement, contracts and payments.

7. Person Specification

7.1 Qualifications and experience

- A professional accounting qualification (ACA, ACMA, CA, CIMA, or equivalent MBA/BS (Accounting and Finance)/M. Com is strongly preferred.
- A minimum of 10 – 15 years of progressively senior experience in financial and accounts management.
- Prior experience in an educational institution, non-profit, or comparable service-sector organisation is an advantage.
- Demonstrated experience managing budgets, statutory compliance, audits, and a finance team of comparable scale.

7.2 Technical skills

- Strong working knowledge of accounting standards, taxation, and financial regulation applicable in Pakistan.
- Proficiency in accounting/ERP software and advanced spreadsheet skills.
- Sound knowledge of internal control design and fraud prevention practices.
- Experience preparing board-level financial reports and presentations.

7.3 Behavioural competencies

- Unquestionable integrity and discretion in handling confidential financial and staff data.
- Strong attention to detail combined with the ability to see and communicate the bigger financial picture.
- Sound judgement and the confidence to advise the Principal and Board on financial matters.
- Ability to lead, develop and hold a team accountable to a high standard of accuracy and timeliness.
- Clear written and verbal communication, able to explain financial information to non-financial colleagues.

8. Terms and review of this Job Description

- This job description reflects the core scope of the Bursar's role at the time of issue. Given the breadth of the School's financial operations, the Bursar may be required to undertake other reasonable financial duties assigned by the Principal in the course of the role, consistent with its seniority and purpose.
- The Job Description is subject to change at any time at the discretion of the School.

9. Person Profile

Essential

- Share the vision of the Board of Governors and the Principal and CEO and help build the future
- Understanding and appreciation of the School’s unique ethos and culture, becoming an essential and supportive part of an outstanding team

- Have intellectual capacity and be able to demonstrate vision and leadership in previous roles
- Have excellent interpersonal skills with the vision and creativity to make the most of the School’s assets
- Must be fluent in English
- Must have excellent presentation skills
- Should have experience of an institution of similar scale
- A competent self-starter, able to create and take initiatives and act autonomously within the framework of a team; with a willingness to ‘roll up your sleeves’ and get ‘stuck in’ and be a full participant in all aspects of school life
- Willing and able to take responsibility
- Be articulate with a high degree of professionalism and an ability to maintain confidentiality
- Have a friendly nature, with a sense of humour
- Have personal integrity and the drive to do what is best for the pupils and the School
- Be professional, flexible, reliable and well organised
- Contribute to business development at Sadiq Public School; be business orientated and entrepreneurial
- Strategic planning ability to build stability and longer-term growth
- Experience in being an influential part of a team and a strong team player alongside a successful record of experience in managing teams, resources, and systems
- Experience of managing projects within a multi-skilled team
- An ability to manage and stretch budgets
- Have good ICT skills and the ability to use management information systems and other computer applications
- Age: 40-55 years

Desirable

- Experience of working in an educational environment
- A knowledge of investment procedures
- Training in Health and Safety management
- Experience of working in a regulated environment

Pay and allowances

A competitive salary package, negotiable based on qualifications and experience

Accomodation

On campus accommodation

Application Process

Timeline for appointment

Job description finalised	August 2026
Advertisement in the press	September 2026
Closing date	2026
Review of applications	
Interviews and visit to SPS	
Appointment confirmation	
Start date	2026

Terms and conditions

The terms below do not form part of a contract and are for information only.

Hours of work

Such hours as shall be necessary to properly discharge your duties

Contract

Initial 3-year contract

Probationary Period

This appointment will be subject to the satisfactory completion of a probationary period of 1 year

Notice Period

If a person appointed on probation wishes to resign his post during the probationary period, he must give one month's notice in writing or pay an amount equal to one month's salary to the School in lieu of notice. After confirmation in case of resignation by an employee, three months' notice or three months' salary in lieu thereof will be required.

Confidentiality

The need for absolute confidentiality and discretion, both within the School and the wider community, must be understood and applied

How to apply

Please submit applications using the application form provided on the School website: www.sadiqpublicschool.com. Applications should be sent by courier service or post for the attention of the Principal and CEO, Sadiq Public School. In addition, a covering letter of no more than two pages should be prepared and sent with the application.

Sadiq Public School