** “YOU REAP WHAT YOU SOW’’**

**PO BOX 37414, KAMPALA TEL: 0772622370/ 0752622370/ 0704538429**

**EMAIL:** [**goodfoundationprepschool20@gmail.com**](mailto:goodfoundationprepschool20@gmail.com)

**ROLES of the bursar AND RECEPTIONIST**

I ……………………………………………………………........................

a **BURSAR/RECEPTIONIST** at **Good Foundation** **Preparatory School, Namugongo** do accept to fulfil the following roles / responsibilities and will be entirely accountable for failure to implement any;

1. Ensure the highest degree of customer care to whoever enters school.
2. Keep organised books of fees and files of receipts.
3. Record school financial expenditures daily.
4. Follow up payment schedules as given by parents and approved by the Director or Head teacher.
5. Make reminders (phone calls, demand notes) as guided by the Director or/and Head teacher so as to ensure timely fees payment.
6. Perform any other duties assigned to me by the relevant authorities.
7. Timely preparation of expenditure reports.
8. Welcome and direct visitors, parents and other clients to the office.
9. Be at the place of work in time (6:00a.m. to 7:00p.m) from Monday to Saturday.
10. Seek permission from the Head teacher in case of absence.
11. Keep the school’s financial secrets .
12. Update the Director **daily** on fees payment as made on the school pay or cash.
13. Seek permission before any expenditure made.
14. Ensure cleanliness and order of/in the office.
15. Report (daily) any finances received.
16. Respect fellow staff members and exhibit team work.
17. Issue payments to any person as instructed by the Director.
18. Issue requirements to teachers as per the instructions by the administration.

**N.B:**

* Ensure that you don’t engage in any financial mismanagement.
* Ensure professionalism in execution of duties

**Failure to abide by all the above will call for disciplinary action or immediate dismissal.**

**SIGNATURE ………………………………….. DATE: …………………………**

**HEADTEACHER’S SIGNATURE: ……………………………………………….**