|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Person Specification — Assistant Bursar** |  |  |  |  |
|   | Essential | Desirable | Assessment |  |
| **Qualifications** |  |  |  |  |
| GCSE or equivalent in 5 subjects, including English and maths | **ü** |   | A,I |  |
| GCE Advanced Level or equivalent, and / or demonstrable success in the workplace | **ü** |   | A,I |  |
| Accountancy Qualification relevant to the post (e.g. AAT, CIMA, ACCA, ACA) |   | **ü** | A,I |  |
| Certificate or Diploma in School Business Management |   | **ü** | A,I |  |
| Other relevant Business or Finance qualifications |   | **ü** | A,I |  |
| **Knowledge, Understanding and Experience** |   |  |   |  |
| Preparing financial records for auditing purposes. | **ü** |   | A,I |  |
| IT literate and proven experience of databases, finance packages, Microsoft Office suite and internet. | **ü** |   | A,I |  |
| Working with a variety of different professionals to ensure best interests of employers' core purpose | **ü** |   | A,I |  |
| Responding positively to and effecting change in the workplace. | **ü** |   | A,I |  |
| Working in an educational or charity/not for-profit environment. |   | **ü** | A,I |  |
| Preparing and managing payroll. | **ü** |   | A,I |  |
| Line-managing a team (either finance of general administration). |   | **ü** | A,I |  |
| Prior use of ISAMS or similar management system. |   | **ü** | A,I |  |
| Good understanding of administrative processes for leading and managing others. |   | **ü** | A,I |  |
| Awareness of Company and Charity law. |   | **ü** | A,I |  |
| VAT - good understanding and previous experience of preparing VAT returns | **ü** |  | A,I |  |
| **Leadership Qualities** |   |   |   |  |
| Determination and resilience. | **ü** |  | A,I |  |
| Being proactive rather than reactive. | **ü** |  | A,I |  |
| Ability to use initiative: solutions focused. | **ü** |  | A,I |  |
| Excellent interpersonal skills and high emotional intelligence. | **ü** |  | A,I |  |
| Evidence of introducing new working methodologies leading to measurable outcomes and improvements. | **ü** |  | A,I |  |
| Ability to analyse relevant data, act strategically and effect change. | **ü** |  | A,I |  |
| Ability to delegate and empower others effectively. | **ü** |  | A,I |  |
| **Skills** |   |   |   |  |
| Ability to quality assure work so that it is consistent and of a **high standard.** | **ü** |   | A,I |  |
| High level ICT skills (particularly Microsoft Excel). | **ü** |   | A,I |  |
| Pragmatic approach to problem solving. | **ü** |   | A,I |  |
| Ability to build personal relationships. | **ü** |   | A,I |  |
| Analytical Skills: able to provide and analyse reports. | **ü** |  | A,I |  |
| Understanding of General Data Protection Regulations (GDPR). |   | **ü** | A,I |  |
| **Personal attributes and qualities** |   |   |   |  |
| Able to support the wider aims and ethos of the school | **ü** |   | A,I |  |
| Genuine enthusiasm for working within an educational environment the ability to work well within a wider staff team. | **ü** |   | A,I |  |
| Committed to safeguarding and the well-being of every child. | **ü** |   | A,I |  |
| Possess excellent communication skills with an eye for detail. | **ü** |   | A,I |  |
| Proactive in your approach — a real self-starter with a 'can do' attitude. | **ü** |   | A,I |  |
| Deals sensitively and thoughtfully with other people, e.g. children, parents, colleagues. | **ü** |   | A,I |  |
| Demonstrates excellence and high quality in professional work. | **ü** |   | A,I |  |
| Committed to your own continuous professional development. | **ü** |   | A,I |  |
| Able to maintain effective and professional relationships with colleagues at all levels. | **ü** |   | A,I |  |
| Resilient; able to cope with periods of pressure with good humour and a sense of proportion. | **ü** |   | A,I |  |
| Willingness to participate in out-of-hours school activities as required. | **ü** |   | A,I |  |
|  |  |  |  |  |
| •A = Application, I = Interview, T = Task, R= Reference |  |  |  |  |
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