**The Norton Knatchbull School**

**Bursar/Finance Director - Person Specification**

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| **Qualifications and Training** | Essential | Desirable |
| Degree qualification (or L4 equivalent) | X |  |
| Evidence of higher order ICT skills | X |  |
| Accountancy qualification and/or wide ranging experience in accounting | X |  |
| Evidence of continued professional development | X |  |
| Achieved or working towards the NCSL Business Manager qualification |  | X |

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| **Leadership and Management experience** |  |  |
| Experience of contributing to the Senior Leadership Team of a secondary school |  | X |
| Experience of contribution to the senior leadership team of a sizeable organisation | X |  |
| Experience of leading the budgetary management and control within a sizeable organisation | X |  |
| Experience of estate management, buildings and development projects and project delivery | X |  |
| Experience of a variety of financial management systems | X |  |
| Experience at a senior level in an administrative environment | X |  |
| Experience of working effectively in co-operation with a wide range of internal and external partners including both statutory and non-statutory organisations and groups | X |  |
| Experience of managing and motivating staff | X |  |

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| **Knowledge and Skills** |  |  |
| An understanding of school or education finance | X |  |
| Knowledge of full Financial Reporting Standards applicable to limited companies and charities | X |  |
| Knowledge and understanding of key issues in relation to Human Resources, procurement, contracts, risk assessment, health and safety and traded service to schools | X |  |
| Ability to interpret legislation and regulations | X |  |
| Understanding of school management including the role of governors | X |  |

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| **Personal Attributes** |  |  |
| Highly developed planning and organisational skills | X |  |
| Ability to demonstrate sound balanced judgement | X |  |
| Excellent interpersonal and communication skills | X |  |
| Ability to use initiative and prioritise work | X |  |
| Ability to work with precision and to tight deadlines | X |  |
| Commitment to and belief in equal opportunities and equal values of all | X |  |
| Significant evidence of professional integrity and honesty | X |  |
| Commitment to academic and personal excellence | X |  |
| Committed to the highest standards for child protection | X |  |
| Strong sense of duty and loyalty but with the balance to question | X |  |
| Ability to select appropriate times for gravitas and for humour | X |  |