

St Cedd's School



Bursar & Clerk to the Governors

Person Specification

- Have a recognised professional accountancy qualification or relevant business qualification with financial business experience.
- Experience in a financial position in a business or educational environment with a proven track record of relevant business or administrative experience.
- Experience of the leadership, supervision and development of staff.
- Experience as a School Bursar is not essential but may be an advantage.
- Experience of project management.
- Ability to prioritise effectively, be organised and adaptable.
- The ability to produce budgetary estimates, reports, cash flow and financial and statistical summaries.
- A knowledge of the principles and methods of book-keeping and their adaptation to various purposes, including the preparation of final accounts.
- Digitally literate with knowledge of ICT within a working environment. Knowledge of, or ability to learn, how to manage WCBS PASS database and/or experience of application of accounting software.
- Some knowledge of the law and practice relating to Income Tax, PAYE, benefits in kind and VAT.
- A knowledge of principles and practice in relation to: electrical and gas installations, metering and supply; central heating and hot water supply; protection of personnel and buildings from fire; domestic sanitation and sanitary fittings; energy management and conservation.
- The Bursar should:
 - be a person of integrity
 - be able to maintain confidentiality
 - have a flexible approach to working hours
 - have an openness to learning and change
 - have a positive attitude to personal development and training
 - have good interpersonal skills
 - be committed to the ethos of the School