**Person Specification**

**Job Title School Bursar**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications:** |  |  |
| A recognised accounting qualification or equivalent vocational experience | \* |  |
| A management qualification |  | \* |
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| **Experience:** |  |  |
| Management and control of the finance function | \* |  |
| Preparation of management and year end accounts | \* |  |
| Supervision of staff and people management | \* |  |
| An understanding of the HR function and payroll |  | \* |
| Experience of complex returns | \* |  |
| Planning and problem solving (change management) | \* |  |
| Working in a schools environment  |  | \* |
| Working in the Independent Schools Sector |  | \* |
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| **Knowledge & Skills:** |  |  |
| Knowledge of PASS or a similar finance package | \* |  |
| Ability to comply with policies and procedures related to child protection, safeguarding and health and safety | \* |  |
| Clear and concise numerical and written skills | \* |  |
| Ability to gather and analyse data | \* |  |
| Good knowledge and use of IT and Microsoft office software | \* |  |
|  |  |  |
| **Personal Competencies & qualities:** |  |  |
| Professionalism with colleagues and stakeholders  | \* |  |
| Honesty & Integrity | \* |  |
| Ability to work as part of a team as well as on your own | \* |  |
| A willingness to uphold the Catholic ethos of the school | \* |  |
| Punctuality and commitment to the role and the school  | \* |  |
| Flexibility with willingness to undertake a variety of tasks at different levels | \* |  |
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