



Person Specification

School Bursar

	ESSENTIAL	DESIRABLE/HELPFUL
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none">• Extensive knowledge and experience of finances, including production and management of budgets• Knowledge of financial administrative systems and IT packages• Extensive knowledge of financial regulations and education finance funding• Significant experience of working with spreadsheets and using databases	<ul style="list-style-type: none">• Experience of managing people• Experience of internal auditing
MOTIVATION & OCCUPATIONAL SKILLS	<ul style="list-style-type: none">• Ability to manage an organised and effective record system• Financial report writing skills• Attention to detail• Organisational and time management skills• Ability to work as part of a team• Confidentiality• Ability to present information in a logical, clear and concise format and to communicate this effectively, both verbally and in writing.	<ul style="list-style-type: none">• Advanced analytical and problem- solving skills• Negotiation skills