



Person Specification

Assistant Bursar

The Person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate the following:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant accounting qualification • High standard of literacy, numeracy and ICT skills • Evidence of further relevant continuous professional development • 	<ul style="list-style-type: none"> • Degree or Business /HR qualification
Experience	<ul style="list-style-type: none"> • Previous experience of working in an Independent educational setting • Proven and successful experience in financial accounting • Experience in HR and of managing recruitment and contracts • Understanding of Employment Law • Experience of and training in Safer Recruitment in Education • Experience of pay roll systems • Experience of presenting financial data in a clear and confident manner using relevant IT systems • 	<ul style="list-style-type: none"> • Experience of working with a school management system • Experience of ISI compliance and meeting regulatory requirements
Knowledge and Skills	<ul style="list-style-type: none"> • Proficiency in all financial and accounting matters • Understanding of legislative requirements • Proficiency in use of Microsoft Office (Word, Excel and Outlook) and in the use of IT systems and data bases generally • Understanding of GDPR • Excellent verbal and written skills • Ability to prioritise workload and to meet deadlines • Strong organisational skills • Ability to think strategically and to be a problem solver; reflecting on one's own practice and to analyse problems, reach judgements and resolve issues 	<ul style="list-style-type: none"> • Conversant with relevant educational issues and developments in more general areas. • Conversant with the EHCP process and the SEN code of conduct



Personal Qualities	<ul style="list-style-type: none">• Commitment to and loyalty to the School• Commitment to safeguarding and promoting the welfare of children and young people• Ability to work with the highest levels of integrity, trustworthiness and discretion and to maintain confidentiality• Acting as a role model• Ability to be work under pressure; to be highly organised and self -motivated with the ability to prioritise and meet deadlines whilst retaining a professional composure• Having a smart appearance and an excellent punctuality and attendance record• Willingness to be flexible should the need arise; ability to be adaptable to cope with changing work- loads and tasks• Ability to maintain excellent professional relationships with staff parents and other stake holders such as Local Education Authorities	
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