

## Person Specification for Bursar

Key	E (Essential) D (Desirable) A (Application form) I (Interview)	E	D	A	I
	<b>Qualifications</b>				
1	Educated to Degree level or equivalent with a good level of numeracy and literacy		✓	✓	
2	Knowledge of computerised Accounts software	✓		✓	✓
3	Strong computer literacy	✓		✓	✓
4	Knowledge of Educational MIS		✓	✓	✓
5	Professional financial or business management qualification or extensive experience	✓			✓
6	Accounting Qualification to enable preparation of Statutory Accounts (Ideally ACA, ACCA, CIMA or equivalent)		✓	✓	
	<b>Experience</b>	E	D	A	I
7	Leadership experience	✓		✓	✓
8	Proven track record of successful management of people, finance and other resources; and of delivery of service.	✓		✓	✓
9	Understanding of charity, employment and legislation. Desirable but not essential		✓	✓	✓
10	A knowledge of budget setting	✓		✓	✓
11	Experience of Financial Audits	✓		✓	✓
12	Experience of payroll administration	✓		✓	
13	Experience of purchase ledger, bank reconciliations and bookkeeping	✓		✓	
14	Computer literacy especially in Microsoft Office applications	✓		✓	✓
14	A working knowledge (or ability to acquire such knowledge quickly) of the law and regulatory framework affecting independent schools, including safeguarding and child protection		✓	✓	✓
	A working knowledge of the preparation and review of management accounts.	✓		✓	✓
	<b>Organisational Skills</b>				
16	Ability to handle data accurately including complex financial data and to pay close attention to detail.	✓		✓	✓
17	Ability to conduct staff appraisals and identify support and training where necessary		✓		✓
	<b>Professional Competencies</b>				
18	Ability to work loyally in a team under the leadership of the Headmistress	✓		✓	✓
19	Ability to motivate, enthuse and drive forward individuals and teams to achieve high performance	✓		✓	✓

20	Ability to consult and seek advice where necessary from a wide variety of sources	✓		✓	✓
	<b>Personal Attributes</b>				
21	Drive and tenacity and an appetite for hard work	✓			✓
22	An appetite for life in a busy Prep School community	✓			✓
23	Commitment to personal and professional development	✓			✓
24	Innovative and willing to think outside the box		✓		✓
25	Diplomatic and discreet with high personal integrity	✓			✓