

## PERSON SPECIFICATION

**Job Title: Bursar**

**Grade:**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b>	Senior level financial and project management experience.	Similar position in another school with experience of the voluntary aided sector.
<b>SKILLS AND ABILITIES</b>	Finance Contracts Personnel Health and Safety Strong ICT applications	Understanding of school ICT packages
<b>TRAINING</b>	Evidence of training in appropriate IT financial management.	Schools Financial Management Systems  SIMS.Net and FMS
<b>EDUCATION / QUALIFICATIONS</b>	English and Maths to a high standard Management Qualifications and/ or Financial Qualifications	Degree in Business Diploma in School Business Management AAT or similar
<b>OTHER</b>	High order personal qualities and attributes, including ability to mix with all stakeholders. Conscientious, effective communicator. Strategic thinker with ability to make decisions at a senior level.	High order personal qualities and attributes, including

The position on the scale would be determined by qualifications and experience.

3<sup>rd</sup> March 2010