

POTT SHRIGLEY CHURCH SCHOOL
School Bursar Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Higher Level education to include English and Maths (or the equivalent) or significant experience of working in a finance role 	<ul style="list-style-type: none"> Business admin. qualification
Experience	<ul style="list-style-type: none"> Managing strategic financial plans Managing budgets, financial reporting, procurement and fixed assets Financial analysis and reporting Working effectively with internal and external partners Cash handling and Reconciliation Customer-facing experience 	<ul style="list-style-type: none"> Working in a strategic role in public or educational sector Experience of Project management Managing H & S
Knowledge	<ul style="list-style-type: none"> Knowledge of financial management regulations, procedures and practices, development and implementation of financial systems and procedures. Can develop and implement financial procedures Able to prepare and present financial data and to evaluate, clarify and explain to a variety of stakeholders Financial management and accounting procedures 3-year Budget Planning Information management systems H&S policies/codes of practice/legislation Resource management and procurement Personnel procedures and employment legislation An awareness and understanding of safeguarding responsibilities of all adults who work with children 	<ul style="list-style-type: none"> School financial management and accounting Understanding of using SIMS and Unit4 Experience of Safer Recruitment
Skills	<ul style="list-style-type: none"> Higher level IT skills Excellent verbal and written communication skills Skills in analysing and interpreting detailed financial information Can make decisions and recommendations that can affect whole school policies, resources or outcomes (such as budget setting) Strong organisational and team working skills High level of personal integrity Ability to use initiative, prioritise, work under pressure and meet deadlines Effective communicator both orally and in writing– with the Senior Leadership Team, Governing Body, staff, pupils and parents/ guardians. Ability to work as part of a team Ability to maintain a positive and professional demeanour Good eye for development planning and problem-solving skills 	
General	<ul style="list-style-type: none"> Demonstrate a commitment to the school vision, aims and ethos, its community and the school improvement agenda. Ensure confidentiality is maintained 	

Candidates should ensure that they address all of the above criteria in their application form, referring, where appropriate to actual experience.