



SHAKESPEARE PRIMARY SCHOOL & NURSERY

PERSON SPECIFICATION FOR BURSAR

SKILLS	Essential	Desirable	MOA
Excellent communicator with the ability to present both written and verbal information to the Senior Leadership Team and Governors	✓		A/I
Able to contribute and implement service improvements and enhancements	✓		A/I
Ability to produce and present financial reports including analysing and presenting data	✓		A/I/T
Ability to lead by example and model behaviours required to deliver excellent levels of customer service	✓		A/I
Excellent interpersonal skills	✓		A/I/
Excellent IT skills, particularly Microsoft Office	✓		A/I/T
Good organisational and time management skills	✓		A/I/
Able to prioritise own work to meet conflicting deadlines	✓		A/I/
Ability to remain calm whilst under pressure	✓		A/I
Ability to show attention to detail and pride in work	✓		A/I
KNOWLEDGE/QUALIFICATIONS			
Relevant qualifications in business, finance and/or accountancy		✓	A/C
Willing to participate in training and development activities	✓		I
A detailed knowledge of Microsoft Office with the ability to produce spreadsheets, tables and statistical reports	✓		A/I
A working knowledge of FMS, SIMs, Parentpay and SAP		✓	A/I
Record of relevant and recent professional development		✓	A/I
Working knowledge of financial procedures and regulations in schools		✓	A/I
EXPERIENCE			
Recent experience of working in a finance role	✓		A/I
Recent experience of providing excellent customer service	✓		A/I
Recent experience of working in a busy office where multi-tasking is a requirement	✓		A/I
Experience of working in a school or educational setting		✓	A/I
Experience of developing effective financial systems and procedures	✓		A/I
Experience of working in partnership with others to deliver work to set deadlines	✓		A/I
Experience of using own initiative to make decisions which will positively impact upon service levels	✓		A/I

PERSONAL QUALITIES			
Approachable, courteous, professional and positive with a 'can do' attitude	✓		I
Demonstrates an interest in children and their families and is able to liaise sensitively with parents	✓		A/I
Demonstrates a high level of motivation, commitment and enthusiasm	✓		I
Financially creative with an entrepreneurial flair	✓		I
A willingness to be involved in wider school activities	✓		I
BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS			
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council	✓		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	✓		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	✓		I
An ability to respect sensitive and confidential work	✓		I

Method of assessment (MOA)

A = Application Form
T = Test
I = Interview
C = Certificate