

PERSON SPECIFICATION

JOB TITLE: Bursar or Finance Manager / Officer

DEPARTMENT: Education

GRADE: 9

DATE: January 2022

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A TEST = T INTERVIEW = I
	1. EXPERIENCE, direct work experience, other relevant experience.	
D	Substantial administrative experience with two to three years within an educational environment.	A/I
D	Substantial financial experience in a public/private sector.	A/I
		A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	
D	Full working knowledge of policies and practices of schools.	A/I/T
D	Financial packages.	A/I/T
D	School system – FMS.	A/I/T
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	
E	ICT in particular Microsoft Excel.	A/I
E	Excellent numeracy / literacy skills.	A/I
E	Ability to plan and develop systems.	A/I
E	Ability to work to high standards and be self-motivated.	A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	
E	NVQ Level 3 or equivalent.	A/I
E	English and Maths GCSE Grade C or above or equivalent.	A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	
E	Able to seek help and action advice.	A/I
E	Good team player.	A/I
E	Positive, problem solving disposition.	A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	
	CONTRA INDICATIONS, if any	