PERSON SPECIFICATION

JOB TITLE: Bursar or Finance Manager / Officer

DEPARTMENT: Education

GRADE: **POST NO:**

PREPARED BY: **DATE: 14 May 2014**

E = ESSENTIAL **D** = DESIRABLE	**SOURCE OF EVIDENCE - APPLICATION =** **TEST =** **INTERVIEW =**	**A** **T** **I**
	1. EXPERIENCE, direct work experience, other relevant experience. **W =**	
E	Substantial administrative experience with two to three years within an educational environment.	**A/I**
E	Experience of supervising staff.	**A/I**
		A/I
	2. KNOWLEDGE, without which the job cannot be done effectively. **W =**	
E	Full working knowledge of policies and practices of schools.	**A/I/T**
E	Financial packages.	**A/I/T**
D	School system – EMS.	**A/I**
		A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train. **W =**	
E	ICT in particular Microsoft Office.	**A/I**
E	Excellent numeracy / literacy skills.	**A/I**
E	Ability to organise, lead and motivate staff.	**A/I**
E	Ability to plan and develop systems.	**A/I**
		A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given. **W =**	
E	NVQ Level 3 or equivalent.	**A/I**
E	English and Maths GCSE Grade C or above or equivalent.	**A/I**
		A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition. **W =**	
E	Able to relate well with children and adults.	**A/I**
E	Good team player.	**A/I**
		A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc. **W =**	**A/I**
	CONTRA INDICATIONS, if any **W =**	
		A/I