



ST ANTHONY'S CATHOLIC PRIMARY SCHOOL VISION STATEMENT

'Children in our heart, Christ at the centre.
We love, we learn and we live.'



BURSAR PERSON SPECIFICATION

POST: Bursar

SCHOOL: St Anthony's Catholic Primary School

FACTOR	ESSENTIAL	DESIRABLE	ASCERTAINED BY
QUALIFICATIONS	➤ Financial or business administration experience ➤ Accountancy qualification eg CIMA/ACCA or higher level AAT		➤ Application Form ➤ Documentary evidence
KNOWLEDGE AND UNDERSTANDING	➤ Ability to monitor and control income and expenditure in relation to a budget, including accruals-based accounting and forecasting ➤ Knowledge of the preparation of final accounts and producing financial returns ➤ Knowledge of financial compliance eg interpreting statutory documents, applying legislation relating to income tax, PAYE, VAT ➤ Knowledge of methods of purchasing including buying through consortia, negotiating contracts ➤ Ability to produce financial models to support a management team with planning	➤ Experience of financial management within an education setting ➤ Experience of financial reporting within an Academy Trust and working with a governing body	➤ Application Form ➤ Interview ➤ References
COMMUNICATION	➤ The ability to communicate effectively in a verbal and written form with adults and children		➤ Application form ➤ Interview
SKILLS AND APTITUDES	➤ Good interpersonal skills and able to communicate well with adults and children ➤ An attention to detail ➤ Ability to adapt to change at short notice ➤ Ability to work co-operatively and flexibly within a team ➤ Ability to be creative in a problem-solving context ➤ An understanding and importance of confidentiality		➤ Application form ➤ References ➤ Interview ➤ Specific qualifications or experience
DISPOSITION	➤ A positive approach and enjoyment of working in a busy educational environment ➤ Able to work as part of a team		➤ Application form ➤ References ➤ Interview
PERSONAL QUALITIES	➤ Is reliable, flexible and able to prioritise workloads ➤ Able to work independently and use own initiative ➤ Open minded, self-evaluative and adaptable to changing circumstances and new ideas ➤ Displays warmth, care and sensitivity in dealing with children ➤ Willingness to be involved in/support the wider life of the school eg the PSA's Fireworks event ➤ Tidy and organised ➤ Is sympathetic to the school's Catholic nature and ethos ➤ When all the above fail, to maintain good sense of humour, a willingness to learn and the will to continue to strive for excellence		➤ Application form ➤ References ➤ Interview
SPECIAL REQUIREMENTS	➤ An Enhanced Disclosure and Barring Service check is essential ➤ An understanding of the importance of Safeguarding children ➤ A good health and attendance record ➤ Comply with the School's No Smoking & No Alcohol at work and Health & Safety policies		➤ Documentary evidence