

Assistant Bursar
Person Specification



Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> " Education to GCSE level with Maths and English at Grades A* - C or equivalent " AAT or equivalent 	<ul style="list-style-type: none"> " Additional accounting qualification
Experience	
Essential	Desirable
<ul style="list-style-type: none"> " Experience of working with accounting software " Filing and maintenance of financial transactions and records " Experience of working with Office suite of packages 	<ul style="list-style-type: none"> " Experience of working in a school finance office " Experience of SAGE 50 Accounts " Experience of SAGE 50 payroll " Experience of working with Engage or another school management information
Knowledge & Understanding:	
Essential	
<ul style="list-style-type: none"> " Good interpersonal skills " Well presented " Good standard of ICT skills " Broad understanding of accounting principles " Empathy with children and young people 	
Qualities & Attributes:	
Essential	
<ul style="list-style-type: none"> " Trustworthy and able to maintain confidentiality " Able to solve problems on a day to day basis " Well-organised, with good time management skills " Able to work with minimal supervision and to act on own initiative, as well as being a team player " Able to communicate clearly and take into account, where appropriate, the views of others " Fully supportive of the aims & ethos of the school " Able to support the vision for high quality education which promotes spiritual, moral, social and cultural development " Able to work with attention to detail and to cope with conflicting demands, deadlines and interruptions " Adaptable to changing circumstances and ideas " Able to work well with others and maintain a calm level of professionalism at all times " Enthusiastic and willing to go above and beyond " Reliable, Approachable, Patient, Organised, Empathetic 	
Safeguarding	
<ul style="list-style-type: none"> " Commitment to the safeguarding and protection of children and to the personal development of the pupils " Demonstrate understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety " Knowledge of child protection procedures 	

Stormont School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.