

Person Specification

Bursar – Grade 7 | 18 hours per week

Heckington St. Andrew's C of E Primary School

Criteria	Essential	Desirable
Experience	Minimum three years' relevant experience	Experience of working in a school, academy or public-sector environment
Financial management	Demonstrable experience of preparing, monitoring and managing budgets	Experience of school budget management and financial benchmarking
Budget planning	Ability to prepare financial forecasts and contribute to longer-term financial planning	Experience of five-year budget planning
Financial reporting	Ability to produce accurate financial reports and management information	Experience of preparing reports for governors or committees
Audit & compliance	Understanding of financial controls, audit requirements and statutory compliance	Experience of internal/external school audits
Procurement & contracts	Ability to manage purchasing, suppliers and contracts effectively	Experience of procurement reviews and identifying efficiency savings
HR	Ability to maintain accurate staff information and support HR processes	Experience of HR casework, staff contracts and workforce planning
Governance	Ability to provide clear, accurate financial information and advice to governors and senior leaders	Experience of working directly with governing bodies
IT skills	Computer literate with strong keyboard and data-management skills	ECDL or equivalent; experience of financial, HR or school management systems
Organisation	Highly organised, able to prioritise competing demands and meet deadlines	Experience of managing a varied strategic workload

Criteria	Essential	Desirable
Problem solving	Able to work independently, exercise judgement and identify cost-effective solutions	Experience of leading improvements or efficiency projects
Communication	Excellent written and verbal communication skills	Experience of liaising with external agencies, auditors and professional advisers
Leadership	Able to work collaboratively and provide effective support to senior leaders and colleagues	Previous experience of supervising or managing staff
Personal qualities	Reliable, professional, discreet, proactive and financially astute	Bursar or equivalent professional qualification
Safeguarding	Commitment to safeguarding and promoting the welfare of children	Previous experience of working within an educational setting

Experience and qualifications: The Lincolnshire County Council job description identifies **a minimum of three years' relevant experience**, computer literacy, keyboard skills and the ability to effectively prepare and manage the school budget as essential. A Bursar qualification, three A Levels or equivalent, ECDL or equivalent and previous staff supervision experience are desirable.

Strategic capability: The role requires the ability to work within broad objectives, exercise independent judgement and recognise the potential financial impact of decisions on the school.

Other requirements: The post is subject to an **Enhanced DBS check** and the successful candidate will be required to comply with safeguarding, health and safety and equal opportunities requirements.