

Ripplevale School

Assistant Bursar

Person Specification

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| **Description** | **Essential** | **Desirable** | **Evidence** |
| **Experience:** | Proven ability to support a significant finance function  Experience of supporting the preparation of annual accounts and organisational budgets  Experience of working with Xero or similar accountancy software  Experience of Petty Cash management | Experience of financial operations of a school  Excellent working knowledge of Xero and an enthusiasm to learn more | Application Form  References  Interview |
| **Qualifications & Training:** | Good level of education up to at least GCSE with Maths and English  A financial or business related qualification | Qualified or partly qualified accountant (ACCA, ACA, CIMA). | Application Form  References  Certificates of Qualification & Training |
| **Practical & Management Skills:** | Excellent computer skills including using main Microsoft packages as well as Google, especially excel.  Good communication skills (verbal and written) | Ability to develop and prepare resources for learning activities in accordance with lesson plans and in response to student need | Application Form  References  Interview Process |
| **Interpersonal Qualities & Attributes:** | Good interpersonal skills  Highly organised and methodical  The ability to work as part of a team as well as autonomously  The proven ability to maintain resilience and optimism in the face of challenges and changing priorities and circumstances  Attention to detail and analytical approach to work |  | Application Form  References  Interview Process |
| **Job Specific Requirements** | Commitment to SEND.  Commitment to equal opportunities.  Sound understanding of the differing requirements of management accounts and statutory accounts |  | Interview and application form |

*Ripplevale School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment.*