

Ripplevale School

Assistant Bursar

 Person Specification

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| **Description** | **Essential** | **Desirable** | **Evidence** |
| **Experience:**  | Proven ability to support a significant finance functionExperience of supporting the preparation of annual accounts and organisational budgetsExperience of working with Xero or similar accountancy softwareExperience of Petty Cash management | Experience of financial operations of a schoolExcellent working knowledge of Xero and an enthusiasm to learn more | Application FormReferencesInterview |
| **Qualifications & Training:** | Good level of education up to at least GCSE with Maths and EnglishA financial or business related qualification | Qualified or partly qualified accountant (ACCA, ACA, CIMA). | Application FormReferencesCertificates 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 FormReferencesInterview Process |
| **Interpersonal Qualities & Attributes:** | Good interpersonal skillsHighly organised and methodicalThe ability to work as part of a team as well as autonomouslyThe proven ability to maintain resilience and optimism in the face of challenges and changing priorities and circumstancesAttention to detail and analytical approach to work |  | Application FormReferencesInterview 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.*