

Kent County Council

Person Specification: Bursar – KR6

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	DESIRABLE CRITERIA	ESSENTIAL CRITERIA
QUALIFICATIONS	Finance / accountancy qualification First aid at work training	Level 3 Diploma (or equivalent) with accountancy and finance and knowledge / skills
EXPERIENCE	Significant experience of working in a finance role and/or in school	Some experience of working in a school
SKILLS AND ABILITIES	Ability to communicate a range of financial information both verbally and in writing with the senior leadership team and other staff Keyboard skills applied with precision and speed	Must be computer literate and have previous experience of working within finance Ability to keep up to date with changing school guidelines and procedures
KNOWLEDGE	Knowledge of a range of IT systems Knowledge of computerised and manual filing systems Awareness of KCC Financial Regulations and understanding of other relevant school policies.	Ability to prioritise own workloads and to work to deadlines is essential Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances Awareness of Data Protection and confidentiality issues