



FRIENDS' SCHOOL SAFFRON WALDEN

Bursar's Post - Person Specification

The Bursar has many responsibilities but, perhaps above all, the bursar's department is an enabling department which allows the school to carry out its primary function of educating children. Ideally, candidates require:

- An accountancy qualification, but suitable practical experience could be sufficient.
- The possession of business or administrative experience with the knowledge of commercial and allied subjects adequate for the management of the day-to-day affairs of the office.
- The ability to produce budgetary estimates, reports, cash flow and financial and statistical summaries
- A knowledge of the principles and methods of book-keeping and their adaptation to various purposes, including the preparation of final accounts
- A knowledge of procedures at meetings . notices, agenda, minutes, conduct of meetings and secretarial practice
- Some knowledge of the law and practice relating to Income Tax, PAYE, benefits in kind and VAT
- A working knowledge of the law with regard to parental contracts, leasing of school properties and landlord responsibilities, employment legislation, commercial law covering such matters as contracts, copyright and data protection
- A knowledge of investment procedures
- A knowledge of methods of purchasing including buying through consortia
- A knowledge of building materials and of the details of construction of buildings and the causes of, and remedies for, defects in buildings

- A knowledge of rates, Town and Country planning, planning permission procedures for alterations and new buildings
- Diplomacy, patience and tolerance.