



*Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.*

*Avita Pro Fide !*

*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

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| <b>Role title:</b>                         | <b>Assistant Bursar</b>  |  |  |
| <b>Reporting to:</b>                       | <b>Bursar</b>  |  |  |
|  | <b>Essential</b>   | <b>Desirable</b>   | <b>Method of assessment</b>  |
| <b>Qualifications</b>                      | <ul style="list-style-type: none"> <li>Fully qualified accountant</li> </ul>   | <ul style="list-style-type: none"> <li>Educated to degree level</li> </ul>                             | Production of the Applicant's certificates                                       |
| <b>Experience</b>                          | <ul style="list-style-type: none"> <li>Experience of managing an accounts department in a commercial environment.</li> <li>Payroll processes and associated statutory reporting requirements.</li> <li>Preparation of financial management reports at board level</li> </ul>   | <ul style="list-style-type: none"> <li>Experience of working in an Educational Environment.</li> </ul> | Contents of the application form<br><br>Interview<br><br>Professional references |
| <b>Skills &amp; Knowledge</b>              | <ul style="list-style-type: none"> <li>Excellent knowledge of current Financial Reporting Standards, especially those relating to Charities (FRS102)</li> <li>Well-developed IT skills, including MS Word and Excel</li> </ul>   | <ul style="list-style-type: none"> <li>Experience of WCBS Pass financial software</li> </ul>           | Contents of the application form<br><br>Interview<br><br>Professional references |
| <b>Personal competencies and qualities</b> | <ul style="list-style-type: none"> <li>Demonstrate excellent communication and interpersonal skills</li> <li>Excellent management skills</li> <li>The ability to prioritise and work under pressure to tight deadlines</li> <li>Enthusiasm, willingness and flexibility</li> <li>Ability to work in a multi-disciplined environment</li> </ul> |  | Contents of the application form<br><br>Interview<br><br>Professional references |

***The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.***

***We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.***