

# HANFORD

## Person Specification Assistant Bursar (Finance)

Qualifications and Training	Essential	Desirable
Good general standard of education	X	
AAT Qualification or equivalent	X	
Experience		
Experience of working in an educational setting		X
Strong financial background	X	
Strong attention to detail and able to produce work with a high level of accuracy	X	
Significant accounting knowledge in credit control		X
Skills		
Excellent organisational skills	X	
Fully proficient using Xero accounting software, or similar, and fully conversant in the use of Excel / Word	X	
Good knowledge of accounting procedures	X	
An enthusiastic, 'can do' approach and commitment to Hanford School's ethos and aims		X
Personal Attributes		
Friendly, professional and approachable	X	
Able to work independently and as part of a small close-knit team		X
Confident in own decision-making and working on own initiative		X
The ability to manage a busy workload and work effectively under time pressures		X
Confident communicator, able to deal with difficult conversations effectively, with the ability to alter communication style and tone to various situations		X
Sense of humour and perspective		X
Calm, diplomatic and level-headed		X
An interest in the wider life of the School		X
High level of discretion when dealing with confidential issues	X	
Displays commitment to the protection and safeguarding of children and young people	X	

AB(F) May 2023