

PERSON SPECIFICATION

The role of Bursar requires first class financial, administrative, communication and general management skills. The Bursar should ideally possess the following personal attributes, skills and experience:

Education	Essential	Desirable
Good general education (to degree standard or equivalent)	√	
A recognised financial qualification (eg ACA/ACCA/ACMA/AAT/ICSA/SBM)		√
Good financial awareness	√	
Working knowledge of the law with regard to governance, contracts, leasing, and data protection		√
Experience		
Similar position within an educational environment		√
Managerial and administrative experience including accounts	√	
Providing robust, strategic financial advice and management information up to Board level		√
Demonstrable track record managing budgets and cash flow	√	
Understanding of the financial drivers of school business	√	
Skills		
Range of financial, strategic and operational management skills to undertake responsibilities of the role	√	
Excellent administrative, communication and general management skills	√	
ICT literate with experience of using and ability to use accounting packages, Google Workspace, Microsoft Excel, and Management Information Systems	√	
Ability to produce high quality written communications and have high regard for process and timetabling	√	
Ability to produce and present financial and other reports that are clear and intelligible to audience	√	
Excellent communication skills (oral and written) with key stakeholders (governors, staff, parents and pupils)	√	
Ability to deal confidently with enquiries from key stakeholders	√	
Good listening skills and able to handle situations sensitively and sympathetically	√	
Ability to synthesise information and produce well-reasoned analysis of options	√	
Ability to supervise the management of financial, human and physical resources	√	
Strong interpersonal skills on a range of levels and with a wide variety of people	√	
Personal Qualities		
A pleasant, outgoing personality, with a good sense of humour	√	
Motivated with high levels of energy	√	
Flexible and prepared to work long hours if/when necessary	√	
Thorough with an excellent eye for detail	√	
Demonstrate essential personal qualities which include absolute integrity, diplomacy, impartiality, confidentiality and discretion	√	

A good team-player ready to work as a member of the Senior Leadership Team and contribute to the strategic development and management of the school	√	
The ability to think and work quickly and calmly whilst under pressure, and to manage multiple tasks, working to and meeting deadlines	√	
The ability to prioritise and delegate when appropriate	√	
Patient and flexible when required	√	
Confident, firm when required and willing to take difficult decisions	√	
A strong commitment to Safeguarding and Child Protection	√	
An affinity with the ethos of independent education and the Landmark International School in particular	√	
A high standard of personal presentation	√	
The initiative to work on own, but the sensitivity to work as part of a team	√	

February 2026