

Person Specification

Domestic Bursar

	Essential	Desirable
Qualification, experience and background	<ul style="list-style-type: none"> • Strong academic level of attainment • Solid operational experience • Substantial experience of leading and managing teams 	<ul style="list-style-type: none"> • Understanding of or previous experience in an Higher Education/collegiate environment • Experience gained in working in at least one of the following sectors: hotels, catering, hospitality, conferences, property and/or estates management
Specific knowledge/skills (technical)	<ul style="list-style-type: none"> • Evidence of having contributed positively to the success of an organisation • Demonstrable commercial experience and acumen • The ability to manage projects effectively to time and budget 	<ul style="list-style-type: none"> • Working knowledge of relevant legislation • Understanding of the structure of a collegiate university • Experience of budgeting, accounting and reporting in a complex environment.
Personal Attributes	<ul style="list-style-type: none"> • Excellent written and verbal communication skills including the ability to draft papers, write succinctly and persuasively and to make presentations on complex and potentially controversial matters • Significant personal impact and the ability to put others at ease and engage with them • Sympathy with the College's goals and objectives • Highly developed interpersonal skills to establish and maintain effective working relationships with colleagues at all levels and engage and influence others • Problem-solver • Ability to work on own initiative, work with limited supervision and to take the lead in dealing with issues to a satisfactory conclusion 	<ul style="list-style-type: none"> • Persistence, with the energy to drive things forward, in consultation with others



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	<ul style="list-style-type: none">• Effective organisational and planning skills to manage diverse and conflicting priorities proactively• Ability to work under pressure and deliver to specific deadlines• The ability to deal appropriately with material and information of a personal and confidential nature	
Team and Management skills	<ul style="list-style-type: none">• Strong leadership and interpersonal skills; ability to work co-operatively, and influence, motivate and negotiate effectively	
Other	<ul style="list-style-type: none">• Willingness to adopt a flexible and collaborative approach to tasks	