

 **School Business Manager - Person Specification**

**A: Qualifications**

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| Relevant degree or equivalent level of proven experience  | **E** | **Application/Certificates**  |
| A recognised qualification in the field of Finance and Business (e.g. CSBM, AAT) | **E** | **Application/Certificates**  |
| Maths & English GCSE at grade C or above (or equivalent)  | **E** | **Application/Certificates** |

**B: Knowledge, Understanding and Experience (Up to date/Current)**

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| Significant post qualifying experience and in depth professional knowledge acquired through experience  | **E** | **Application/Interview**  |
| Experience managing significant financial resources with a good appreciation of relevant regulatory frameworks | **E** | **Application/Interview**  |
| Experience of working in a school or academy financial management role or equivalent | **D** | **Application/Interview** |
| Familiarity of financial processes and procedures  | **E** | **Application/Interview**  |
| Experience of effectively managing a team  | **E** | **Application/Interview**  |
| In depth knowledge of statutory requirements, procedures and regulatory requirements relating to academies  | **D** | **Application/Interview**  |
| High level of IT competence, literacy and numeracy skills  | **E** | **Application/Interview**  |
| Experience of using and supporting others in the use of financial software packages | **E** | **Application/Interview**  |
| Experience of producing and presenting complex management accounts | **E** | **Application/Interview** |
| Ability to interrogate school performance data accurately | **D** | **Application/Interview** |
| Knowledge of Health and Safety regulations | **D** | **Application/Interview** |

**C: Personal and Professional Qualities**

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| A positive, enthusiastic outlook and passion and motivation to work with children in an educational setting | **E** | **Application/Interview** |
| Strong persuasive interpersonal and negotiation skills with the ability to communicate clearly and confidently, both verbal and written  | **E** | **Application/Interview**  |
| Excellent skills in strategic planning and strategic management of financial resources | **E** | **Application/Interview**  |
| Shows initiative, is a starter-finisher, with good time-management skills | **E** | **Application/Interview** |
| Adept problem solver | **E** | **Application/Interview** |
| Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisation of management information systems | **E** | **Application/Interview**  |
| Ability to work under pressure to meet deadlines and organisational priorities  | **E** | **Application/Interview**  |
| Good leadership skills and ability to inspire and challenge colleagues  | **E** | **Application/Interview**  |
| Commitment to staff’s and own personal development  | **E** | **Application/Interview**  |
| Flexible in terms of working patterns and evolution of the role  | **E** | **Application/Interview** |
| Team-player, personable, emotionally intelligent and with a sense of humour  | **E** | **Application/Interview** |
| Strong decision making skills with the ability to make decisions and recommendations based on the analysis of options | **E** | **Application/Interview** |
| Receptive to new ideas and able to generate them | **E** | **Application/Interview** |



**D: Other**

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| Driving licence and own transport  | **E** | **Application/Interview**  |
| Membership of NASBM or other regional school business management/finance networking group  | **D** | **Application/Interview** |

**E. Legal Issues**

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| --- | --- | --- | --- |
| Legally entitled to work in the UK |  | **E** | **Application/Interview** |