

**School Business Manager - Person Specification**

**A: Qualifications**

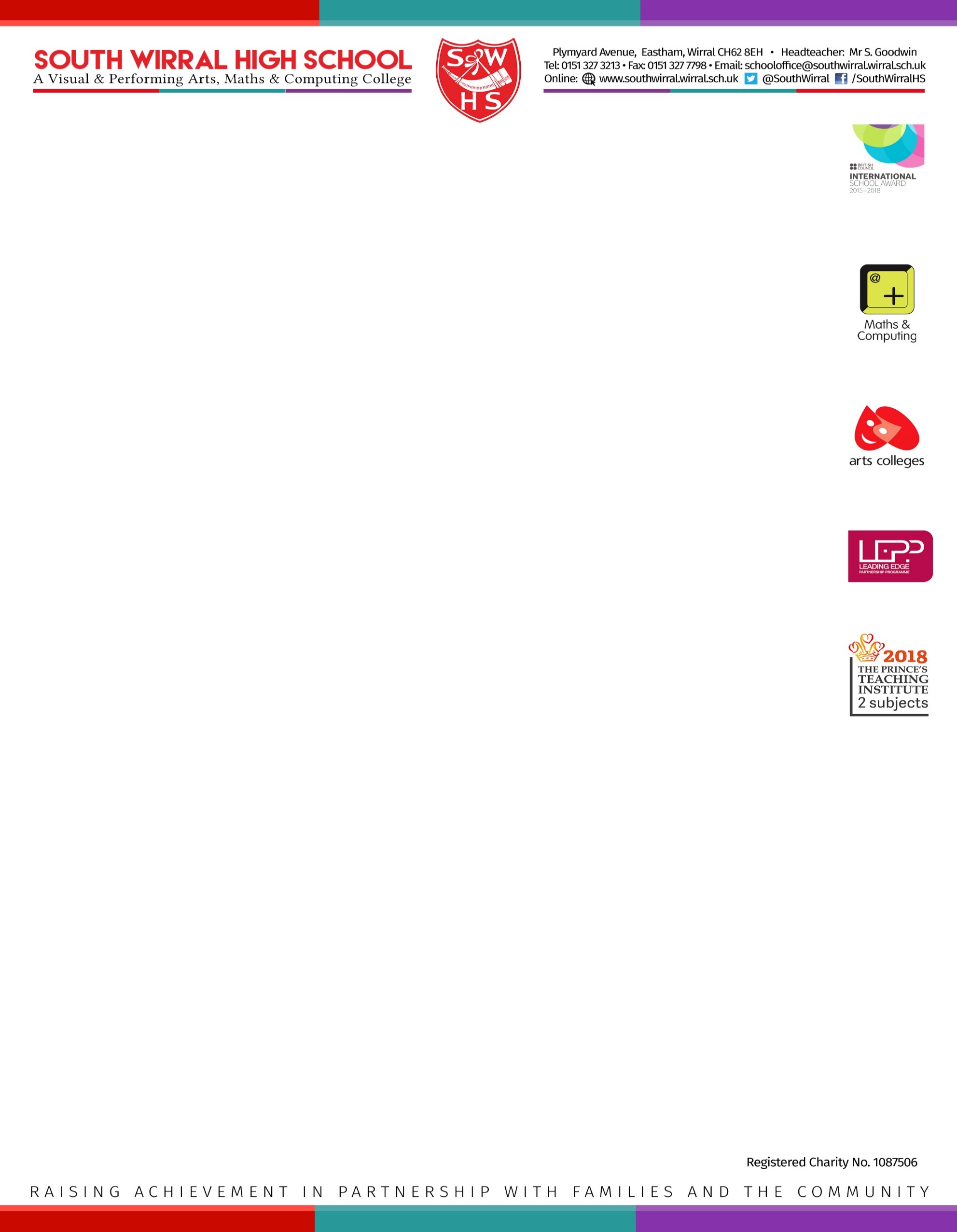
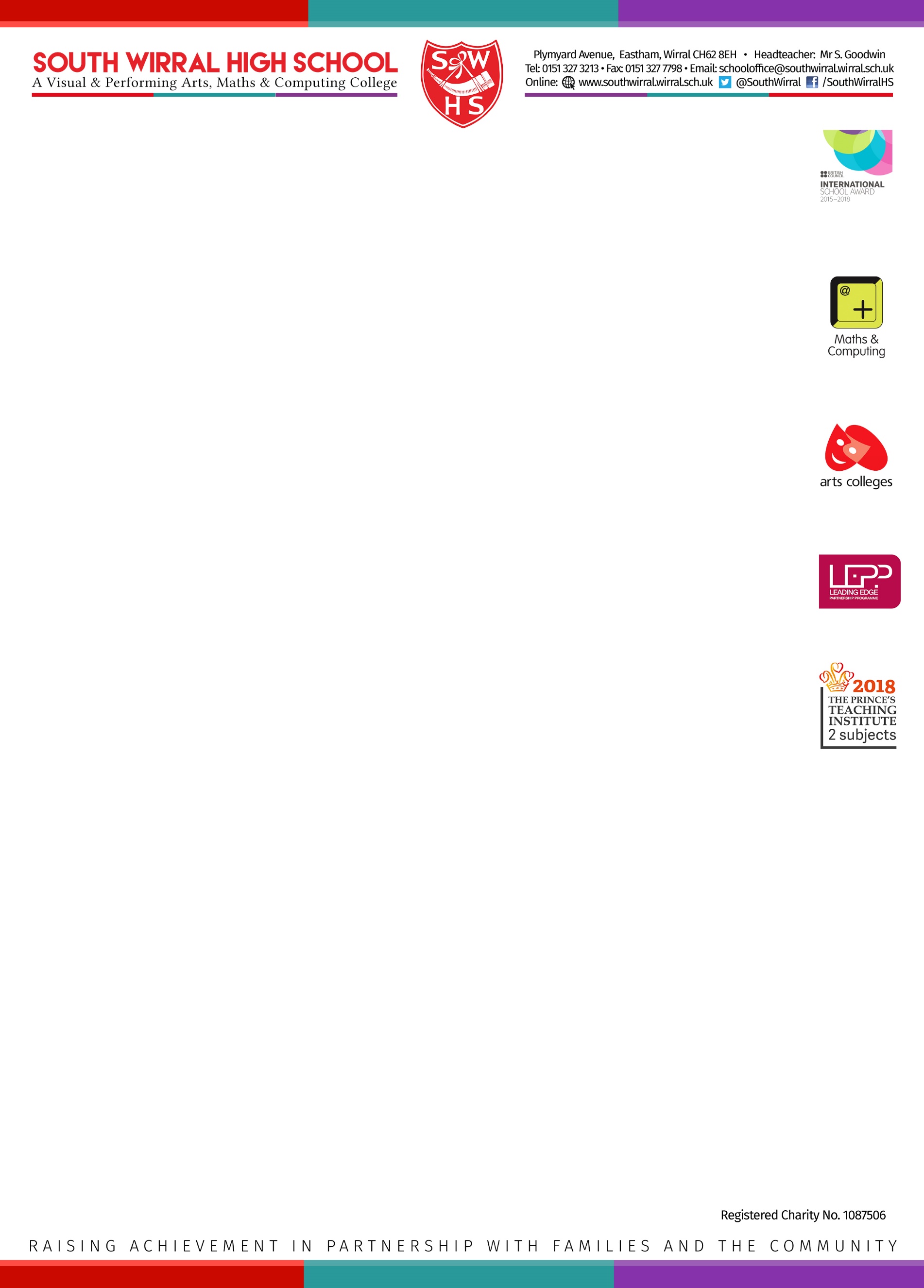
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| --- | --- | --- |
| Relevant degree or equivalent level of proven experience | **E** | **Application/Certificates** |
| A recognised qualification in the field of Finance and Business  (e.g. CSBM, AAT) | **E** | **Application/Certificates** |
| Maths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