

PERSON SPECIFICATION: SCHOOL BUSINESS MANAGER

	Essential	Desirable
Knowledge / Qualifications		
Appropriate school business qualification or equivalent experience	X	
Accountancy qualification or equivalent		X
Knowledge of academy policy and practice		X
Education MIS	X	
Financial MIS	X	
Ability to interpret complex financial data	X	
Current driving licence		X
Experience / Skills		
Strong strategic financial management background	X	
Accountancy experience		X
Experience of supporting academies and schools	X	
Experience of leadership and management of other staff	X	
Experience of managing and monitoring contracts		X
Experience of recruitment and HR procedures		X
Experience of working as a member of a senior team	X	
Experience of facilities management		X
Excellent IT skills specifically to Excel and financial systems	X	
Excellent communication skills written and verbal	X	
Personal Attributes		
Ability to communicate complex information at all levels	X	
Ability to work under own initiative with sound personal, administration and time management skills	X	

Considerable personal enthusiasm, energy, integrity and professionalism	X	
Be flexible and open to change, enjoy working at a fast pace whilst maintaining professionalism and accuracy	X	
A dynamic team leader who has the ability to bring out the best in other people	X	
Commitment to self and team development	X	
A commitment to abide by and promote the Trust's equal opportunities, health and safety and child protection policies	X	