

**PERSON SPECIFICATION: SCHOOL BUSINESS MANAGER**

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|  | **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 |  |