



Business Manager

PERSON SPECIFICATION

Essential	Desirable
Qualifications and Background	
<ul style="list-style-type: none"> • Relevant qualification in accounting e.g. AAT, ACA, CIPFA or equivalent • Proven and successful experience of relevant financial management in an organisation 	<ul style="list-style-type: none"> • Qualification in school business management e.g. CSBM, DSBM or equivalent • Experience of working in a leadership team and influencing at a strategic level • Experience of work as a SBM in a school • Relevant work in a similar context, e.g. education, social care, health etc.
Leadership and Management	
<ul style="list-style-type: none"> • Independently able to propose solutions to problems within an overall strategic plan • Evidence of the ability to devolve responsibilities, delegate tasks and monitor outcomes • Good organisation and proven administrative abilities • Experience of leading staff teams, including their professional development and performance management • Experience of initiating, planning and delivering successful change 	<ul style="list-style-type: none"> • Understanding of promoting positive relationships with the wider school community
Knowledge and Experience	
<ul style="list-style-type: none"> • 3 years' experience of managing large budgets • Experience of effectively supporting an external audit process • 3 years' experience of financial reporting • Experience of effective procurement • Knowledge and understanding of how to interpret numerical/statistical data • Some knowledge and understanding of relevant legislation (eg Academies Handbook, KCSIE, GDPR 2018, Health and Safety at Work Act 1974 etc) • Understanding of IT based management information systems and Microsoft systems • HR processes and procedures, employment law. 	<ul style="list-style-type: none"> • Knowledge and understanding of property management • Experience of Sage or similar software • Experience of the working in a school environment with finance and personnel responsibility and accountability. • Experience in marketing and revenue generation • Knowledge of charities and Companies House legislation • Experience of project and build management including Health and Safety compliance
Skills	
<ul style="list-style-type: none"> • Enthuse and inspire others with a 'can do attitude' • Well developed interpersonal skills working with individuals and within a team 	

<ul style="list-style-type: none"> • Able to negotiate, consult and make effective decisions • Excellent organisation, planning and analytical skills • Able to demonstrate a high level of communication skills orally and in writing • Able to devolve responsibilities, delegate tasks and monitor outcomes • Effective time management and organization 	
Personal Qualities	
<ul style="list-style-type: none"> • A desire to make a difference to the lives of young people • Resilience, energy, enthusiasm, creativity, adaptability and flexibility • Able to work as part of a team • Able to work under pressure, meet deadlines and keep calm • Willingness to learn quickly • Excellent record of attendance and punctuality • Honest and able to work with integrity 	
Safeguarding and Promoting Welfare of Students	
<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and boundaries with students 	<ul style="list-style-type: none"> • Motivation to work with students • Ability to use of authority and maintain discipline