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**School Business Manager – Person Specification**

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| **Attributes**  | **Essential**  | **Preferred**  |
| **Education/Qualifications**  | Educated to at least A level standard or equivalent and GCSE Maths and English at Grades A\*-C or equivalent  Recognised accountancy or financial management qualification or relevant experience in the role | ISB Level 4 Diploma in School Business Management  |
| **Experience**  | Experience of working in Education finance, within the last 5 years. Strong general business background.  Previous experience of financial administration of budgets.  Experience or understanding of premises related issues and statutory Health and safety requirements for schools  | 2 or more years’ experience of working as a Bursar/finance manager/Finance Officer in a school environment  |
| **Skills/Knowledge/** **Aptitude**  | Excellent numerical, written and analytical skills. Excellent IT skills, with an aptitude to use finance accountancy and budgeting packages and set up complex spreadsheets.  Excellent organisational skills and ability to work under pressure. Ability to manage own workload to adjust to constantly changing work demands and to meet competing deadlines.  Excellent interpersonal and communication skills and an ability to engage with people at all levels.  Ability to present information and write reports in a logical, clear and concise format.  Ability to work collaboratively with a range of colleagues in a friendly and respectful manner  Ability to work with autonomy within governance and procedural requirements  | Knowledge of Finance systems and budgeting software Experience of using school MIS systems |
| **Other**  | Willingness to undertake further training/ development opportunities. Willingness to be flexible and understand the primary function of a school is the education of children and their day-to-day welfare.Willingness to attend evening meetings of the SLT and Governing Body, as required. Committed to the principals of equality of opportunity.  |  |