

## Business Manager Person Specification

	Essential	Desirable
<b>Experience</b>		
Experience of working in a finance based role	✓	
Experience of working in a school finance role		✓
Experience of working in and managing business administration	✓	
Using financial accounting systems, administrative systems and other supporting IT systems	✓	
Preparing budgets and gaining agreement from leadership team	✓	
Budget monitoring and year-end forecasting	✓	
Line managing and supervising a team	✓	
<b>Qualifications</b>		
GCSE grade C/4 or above in English and Maths	✓	
Educated to A level standard or equivalent (or at least 2 year's experience in similar role)	✓	
Finance (eg AAT), CSBM, Business Management or degree qualification		✓
<b>Knowledge and understanding</b>		
Understanding and upholding child protection and safeguarding	✓	
Knowledge of school IT systems (e.g. SIMS, ARBOR, SAP, CPOMS)		✓
Knowledge and understanding of financial planning software		✓
Understand the need for confidentiality and discretion	✓	
Sound knowledge of HR including safe recruitment processes		✓
Working knowledge of health and safety including risk assessment		✓
Understanding of new technologies and how they can enhance the school's administration and business management		✓
<b>Skills and Abilities</b>		
Excellent numeracy and literacy skills	✓	
Expertise in Outlook and Microsoft Office	✓	
Ability to communicate effectively in writing, verbally and using presentation skills	✓	
Strong interpersonal skills and the ability to professionally manage challenging situations and solve problems	✓	
Excellent attention to detail and accuracy	✓	
<b>Personal Qualities</b>		
Ability to prioritise and manage a complex workload and work under pressure	✓	
A professional yet friendly and approachable manner	✓	
Self-motivated with the ability to work effectively without supervision	✓	
Enthusiastic approach to continuous personal development	✓	
Displays a constructive and optimistic attitude that has a positive effect on others	✓	
<b>Other Work-Related Requirements</b>		
Ability to work occasional evenings to attend governor and other work-related meetings	✓	