



## Finance & Business Manager – Person Specification

Essential	Desirable
<b><u>Qualifications</u></b>	
<ul style="list-style-type: none"> <li>▪ 5 GCSEs including English and Maths at Grade 9-4/A-C</li> </ul>	<ul style="list-style-type: none"> <li>▪ Degree in a relevant discipline or professional qualification (e.g. AAT, ACCA, CIMA, CIPD)</li> <li>▪ A professional qualification in Business Management, Accountancy, Human Resources and/or Premises Management</li> </ul>
<b><u>Experience</u></b>	
<ul style="list-style-type: none"> <li>▪ Significant experience of budget setting, financial monitoring and reporting</li> <li>▪ Experience of procurement and contract management</li> </ul>	<ul style="list-style-type: none"> <li>▪ Previous experience of working in school environment</li> <li>▪ Experience in Payroll administration</li> <li>▪ Working knowledge of SIMS / FMS</li> </ul>
<b><u>Skills and Abilities</u></b>	
<ul style="list-style-type: none"> <li>▪ Excellent analytical, numeracy and financial interpretation skills</li> <li>▪ Able to present complex information clearly to senior leaders and governors</li> <li>▪ Strong organisational skills with the ability to prioritise and meet deadlines</li> <li>▪ Excellent ICT skills</li> <li>▪ Understanding GDPR and data protection requirements</li> <li>▪ Ability to be proactive and work independently as well as being an effective team player willing to contribute to work of whole team</li> <li>▪ Ability to work in a sensitive environment maintaining high levels of confidentiality when necessary</li> <li>▪ Good written communication skills and the ability to proof read correspondence and documentation</li> <li>▪ Excellent working knowledge of Microsoft Office packages</li> </ul>	<ul style="list-style-type: none"> <li>▪ Good knowledge of financial procedures and regulations in schools</li> <li>▪ Knowledge of employment legislation and HR processes</li> </ul>
<b><u>Personal Qualities</u></b>	
<ul style="list-style-type: none"> <li>▪ Commitment to safeguarding, equality, diversity and inclusion</li> <li>▪ High levels of integrity and professionalism</li> <li>▪ Resilient and calm under pressure</li> <li>▪ Proactive and solution focused</li> <li>▪ Ability to lead and motivate support staff</li> </ul>	