



## School Business Manager

### Person Specification

Qualifications and Experience	
Essential	<ul style="list-style-type: none"><li>• Experience of working with or for a school or academy in a finance function</li><li>• Proven financial and HR management experience in a middle or senior management position</li><li>• Managing budgets, financial systems and accounts</li><li>• Knowledge of procurement and gaining value for money</li></ul>
Desirable	<ul style="list-style-type: none"><li>• Experience of managing school budgets, finance and accounts</li><li>• Professional Accountancy Qualification</li></ul>
Knowledge and Abilities	
Essential	<ul style="list-style-type: none"><li>• Strong knowledge of financial management principles, including budgeting, forecasting and financial reporting</li><li>• Comprehensive understanding of HR policies, procedures and employment law</li><li>• Excellent numeracy, literacy and communication skills</li><li>• Excellent ICT skills – MS Office, finance packages and other software</li><li>• Excellent time management, organisational and administrative skills</li><li>• Ability to problem solve</li><li>• Effective communication and interpersonal skills to build relationships and engage with stakeholders at all levels</li><li>• Resilience when faced with challenge</li><li>• Demonstrated ability to work independently and as part of a team, with strong problem-solving skills</li><li>• Excellent analytical skills with the ability to interpret financial and HR data and provide meaningful insights</li><li>• Ethical and professional conduct, maintaining confidentiality and integrity in handling sensitive information</li></ul>
Desirable	<ul style="list-style-type: none"><li>• Knowledge of Teachers' Pensions and Local Government Pensions Schemes administrative requirements</li><li>• Knowledge of academy accountability software</li></ul>