

**Finance and Business Manager**

**Person Specification**

It is recognised that the job profile reflects a wide variety of managerial accountabilities and it is understood that not all applicants will have experience of every area.  Please make it clear in your application if you feel you have any skills shortages for which professional development will be required.

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| **Category** | **Essential** | **Desirable** | **Evidence form** |
| Qualifications |  | * Professional Accountancy Qualification * Recognised management/business degree or equivalent related professional qualification/DSBM | Application form Certificates on selection |
| Experience | * Proven record of managing at senior management level * Proven record of leading teams * Management of large budgets and the associated financial reporting systems * Knowledge of HR systems and procedures * Experience of IT systems and software and their use in enhancing efficiency and effectiveness | * Management within an educational environment | Application Form  Interview |
| Training | * Evidence of Continuing Professional Development |  | Application Form |
| Leadership Qualities and Personal Attributes | * Have outstanding leadership qualities * Have exceptional people skills and the ability to inspire team spirit and cooperation * Have strong team-building skills and an inclusive management style, be open to new ideas and understanding how to explore and nurture these. * Be able to understand how and when to delegate, and to whom * Be able to prioritise effectively |  | Application form  Letter of application |
| **Category** | **Essential** | **Desirable** | **Evidence form** |
| Leadership Qualities and Personal Attributes | * Be capable of working under pressure; be willing and able to work extended hours when necessary and be able to manage time effectively * Be able to build trust and mutual respect among staff, governors, colleagues, suppliers, parents and students |  |  |
| Knowledge and Skills | * Understand how to drive new ideas forward, facilitate and manage change * Be capable of taking a strategic view of the benefits and best use of new technology * Able to deliver services and systems applicable for effective school management * Able to deliver value for money initiatives * Able to understand national and regional educational services and deliver appropriate strategies * Able to lead teams and individuals effectively * Able to strategically influence decision making within the academy * Be familiar with and able to use and recommend a range of ICT packages appropriate for the role | * Understanding of promoting positive relationships within the wider school community * Understanding of education enterprise issues * A working detailed knowledge of applicable ICT packages * A knowledge of the impact GDPR will have on an educational institute | Application form  Interview |
| Management | * Possess well developed analytical skills * Possess a good understanding of financial and business issues, and how these impact the educational needs of our students. | * Understand how school funding generally, and Academy funding specifically, operates including possessing the ability to anticipate likely national funding trends | Interview  References |
| Dealing with People | * Have outstanding verbal communication skills in both formal and information situations with different ‘audiences’. * Have excellent written communication skills * Be available and approachable, treating people respectfully and fairly * Be able to develop and sustain excellent working relationships with staff, individually and collectively, supporting them appropriately |  | Application Form  Interview  References |
| **Category** | **Essential** | **Desirable** | **Evidence form** |
| Dealing with People | * Have the capability to understand quickly and appreciate the often demanding expectations and hopes of students, parents, staff and governors * To be able to adapt to working with a varied range of stakeholders within an educational culture |  |  |
| Personal | * Understand how to achieve all the above, whilst maintaining a good sense of humour and work/life balance, underpinned by the energy, enthusiasm and determination which will undoubtedly be needed to ensure the continued and future success of Thamesmead School |  | Application Form  Interview  References |
| Safeguarding | * The post holder must promote and safeguard the welfare of children, young and vulnerable people that they are responsible for or come into contact with, and the post is subject to an enhanced DBS check |  |  |