**PERSON SPECIFICATION  
Assistant School Business Manager**

|  |  |  |  |
| --- | --- | --- | --- |
| Skills and abilities | **Essential** | **Desirable** | **Assessed by** |
| Ability to organise one’s own work, to prioritise tasks and keep to deadlines | **🗸** |  | Application & interview |
| Ability to manage the work and outcomes of other people | **🗸** |  | Application & interview |
| Ability to manage the financial resources of the Academy to best practice standards | **🗸** |  | Application & interview |
| Ability to communicate and interact effectively with adults, children and young people | **🗸** |  | Application & interview |
| Ability to manage ICT systems |  | **🗸** | Interview |
| Ability to write effectively for a variety of different audiences | **🗸** |  | Application & interview |
| Ability to scrutinise financial reports with close attention to details | **🗸** |  | Application & interview |
| **Knowledge** |  |  |  |
| Expert knowledge in at least two of the non-finance functional areas covered by this post | **🗸** |  | Application and interview |
| A thorough understanding of health, safety and security issues in Academys | **🗸** |  | Application and interview |
| A thorough understanding of and personal commitment to equality of opportunity | **🗸** |  | Application and interview |
| Experience, understanding and knowledge of financial and accounting procedures | **🗸** |  | Application and interview |
| **Qualifications and experience** |  |  |  |
| ICT certification to support word processing skills, database and spreadsheet skills |  | **🗸** | Application & interview |
| Experience working within a school/academy |  | **🗸** | *Application* |
| NVQ Level 4 or equivalent professional qualification (CIMA, CIPD, CSBM) |  | **🗸** | Application |
| Five years relevant experience in finance, personnel or administrative management | **🗸** |  | Application & interview |
| At least 2 experience in computerised finance, pay, personnel and administrative systems | **🗸** |  | Application |
| Experience in the SIMS computerised packages commonly used in Academys |  | **🗸** | Application |
| Experience in the PS Financial & BPS system |  | **🗸** | Application |
| Willingness and motivation to develop own skills and proficiency and complete the Certificate in School Business Management | **🗸** |  | Application & interview |