

**Harborne Academy**  
**School Business Manager - Person Specification**

ESSENTIAL	DESIRABLE
<b>Qualifications</b> Degree/Equivalent relevant experience A professional qualification in Business Management/Administration Evidence of CPD	Advance Diploma in School Business Management Diploma in School Business Management Certificate in School Business Management Professional financial qualification e.g. CIMA, CIPFA
<b>Experience</b> Senior Leadership in the public/private sector Three years' experience in Financial Management Experience of payroll processing Experience of producing a variety of financial reports including detailed management accounts Experience of being able to present financial information to key stakeholders Experience of leading and managing a team Experience of driving through organisational change Experience of completing applications to secure funding and generating income Management of Health and Safety Experience of using Excel spreadsheets and setting up systems and processes	Experience of forming partnerships Previous school business manager experience
<b>Skills, knowledge and aptitude</b> Knowledge of the financial workings of an academy Good knowledge of financial standards, financial procedures and regulations in academies Knowledge of payroll and pensions The ability to communicate verbally and be able to write concise reports and procedures for a range of stakeholders To appropriately delegate and manage a team Prioritise conflicting demands, remaining calm and responding appropriately to matters that may arise A flexible approach to work Ability to be solution focused and be able to problem solve To be able to build good working relationships with all stakeholders	An understanding of HR

The ability to influence and persuade others Knowledge of Health and Safety Regulations	
<b>Further Qualifications/Professional development</b> A commitment to your own personal development.	Further Qualifications/Professional development portfolio
<b>Equality and Diversity</b> Understand and promotes the principles of equality and diversity	
<b>Safeguarding</b> Understand the principles of safeguarding children	
<b>Other</b> The role will require a flexible approach to work to ensure the needs of the Academy are met	