

Business Manager Person Specification

EXPERIENCE	CRITERIA	ESSENTIAL	DESIRABLE
Finance	Experience of working at a senior level in an education financial management environment		✓
	Practical experience of revenue budgeting	✓	
	Experience of producing timely and accurate management accounts	✓	
	Experience of providing financial experience to budget holders	✓	
	Experience of using and developing computerised management financial information systems	✓	
	Experience of preparing business plans		✓
	Experience of handling and determining budgets	✓	
	Experience and knowledge of Standing Order and Financial Regulations	✓	
	Understanding of current education finance and local government finance issues in general and experience of working in a school environment.		✓
Premises	Experience of premises management		✓
	Experience of external contracts for cleaning and grounds maintenance		✓
	Knowledge of health and safety Management procedures		✓
	Knowledge of risk assessment and hazard identification procedures		✓
Personnel	Knowledge and understanding of education employees pay and conditions of service		✓
	A knowledge and understanding of equal opportunities/recruitment and selection procedures	✓	
	A knowledge and understanding of school regulation and education legislation		✓

General	An ability to work as a member of a team and to contribute to that team in a creative and effective way	✓	
	An ability to take responsibility and to contribute to the school's determination to achieve further success	✓	
Personal Qualities	A positive and enthusiastic attitude to work	✓	
	An ability to work under pressure and meet deadlines	✓	
	An ability to plan. Prioritise, implement and monitor complex tasks within set time scales	✓	
	An ability to take initiative in identifying and seeing through innovative solutions and problems	✓	
	To be able to work enthusiastically in a child friendly environment	✓	
	To have a sense of humour	✓	
Qualifications	NVQ level 4 or an equivalent degree		✓
	Accounting/Business professional qualifications		✓