| **Post: Academy Business Manager** |
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|  | **Criteria** | **Assessment Basis** |
| **Qualifications:** | EssentialLevel 3 qualificationsCertificate in School Business Management (or working towards)DesirableDegreeFinancial and HR qualifications | Application |
| **Professional Experience & Understanding:** | All EssentialUnderstanding of:* Financial accountability
* HR and business processes

Experience:* Substantial experience in a financial/office management role
* School MIS systems
* Working with a variety of stakeholders
* Excellent computer skills and knowledge of software packages
* Ability to use financial data and evidence to draw conclusions and contribute to future planning
 | Application and Interview |
| **Professional Abilities:** | All EssentialAbility to think strategicallyAbility to manage teamsAbility to communicate effectively to a variety of audiencesAbility to persuade and influenceAbility to communicate complex ideas simply to a wide range of audiencesAbility to manage effectivelyAbility to plan effectivelyAbility to evaluateAbility to provide comprehensive reportsAbility to manage time effectively and meet deadlinesAbility to work effectively with stakeholders and within a corporate environment | Application, Interview and Reference |
| **Personal Qualities:** | All EssentialHonesty and IntegrityDiscretionClear view of what high standards and performance look likeFlexibilityResilienceEmbracing of accountabilityCommitment to making a difference | Interview and Reference |

Where the applicant /post holder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.