



BUSINESS & FINANCE MANAGER PERSON SPECIFICATION

QUALIFICATIONS	E	D	Source
▪ A relevant professional management qualification		✓	A/I
▪ Recognised Management/Business degree or equivalent related professional qualification; Fellow of NASBM, DSBM, CSBM or equivalent	✓		A/I
▪ Professional accounting qualification		✓	A/I
▪ Further relevant educational professional qualifications		✓	A/I
EXPERIENCE			
▪ Evidence of experience of managing financial systems and procedures including manual, computer and other data systems	✓		A/I
▪ Evidence of managing budget preparation and monitoring processes at a senior level	✓		A/I
▪ Experience and understanding of education finance and funding grants available to schools		✓	A/I
▪ Proven experience of working in a financial capacity at a senior level using appropriate ICT systems	✓		A/I/T
▪ Experience of managing and developing staff with a diverse range of skills	✓		A/I
KNOWLEDGE/ABILITIES			
▪ Excellent organisational and time management skills	✓		A/I/T
▪ Confidence and capability to work efficiently and effectively in a very busy and demanding environment	✓		A/I
▪ Working knowledge of facilities management, including procurement, contracts, risk assessment and traded services in organisations	✓		A/I/T
▪ Evidence of successful submission of bids to secure funding in the Public Sector		✓	A/I
▪ An understanding of school management issues and the role of the Governing Body	✓		A/I
▪ Ability to analyse data accurately	✓		A/I/T
▪ Working knowledge of Health & Safety legislation	✓		A/I

SKILLS				
▪ Evidence of higher level ICT skills		✓		A/I/T
▪ Proven high level negotiating skills		✓		A/I
▪ Highly developed interpersonal skills		✓		A/I
OTHER QUALITIES				
▪ Professional, flexible and friendly disposition		✓		A/I/R
▪ Evidence of ongoing professional development		✓		A/I/R
▪ Able to consult and share decision making with the senior leadership team		✓		A/I/R
▪ Able to follow instruction		✓		A/I/R
▪ Able to interpret legislation and regulations		✓		A/I/R
▪ Accurate and well organised in approach to work		✓		A/I
▪ Support the Christian ethos of the school and Mission Statement		✓		A/I
KEY	A = Application I = Interview Process R = References T = Test			