**School Business Manager**

**Person Specification**

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| Qualifications and Experience | |
| Essential | * Experience of working with or for a school or academy in a finance function * Proven financial and HR management experience in a middle or senior management position * Managing budgets, financial systems and accounts * Knowledge of procurement and gaining value for money |
| Desirable | * Experience of managing school budgets, finance and accounts * Professional Accountancy Qualification |
| Knowledge and Abilities | |
| Essential | * Strong knowledge of financial management principles, including budgeting, forecasting and financial reporting * Comprehensive understanding of HR policies, procedures and employment law * Excellent numeracy, literacy and communication skills * Excellent ICT skills – MS Office, finance packages and other software * Excellent time management, organisational and administrative skills * Ability to problem solve * Effective communication and interpersonal skills to build relationships and engage with stakeholders at all levels * Resilience when faced with challenge * Demonstrated ability to work independently and as part of a team, with strong problem-solving skills * Excellent analytical skills with the ability to interpret financial and HR data and provide meaningful insights * Ethical and professional conduct, maintaining confidentiality and integrity in handling sensitive information |
| Desirable | * Knowledge of Teachers’ Pensions and Local Government Pensions Schemes administrative requirements * Knowledge of academy accountability software |