**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
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| Desirable | * Experience of managing school budgets, finance and accounts
* Professional Accountancy Qualification
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| 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
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| Desirable | * Knowledge of Teachers’ Pensions and Local Government Pensions Schemes administrative requirements
* Knowledge of academy accountability software
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