**Post Title: Academy Business Manager**

**Applicant Info: Person Specification**

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

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|  | **Criteria** | **Essential** | **Desirable** |
| Qualifications | 1. Accountancy qualification 2. Degree, equivalent related professional qualification or qualified by experience of secondary school business management 3. Recognised School Business Management Qualification or currently studying towards this qualification 4. HR CPP or CIPD qualification | X | X  X  X |
| Experience | 1. 3+ years previous experience in financial management 2. Prior experience of Business Management in an Academy setting 3. Experience in producing reports and communicating to management on the findings 4. Experience of understanding complex financial information, managing budgets effectively and ensuring financial propriety with organisational procedures and current legislation 5. Experience in the management of all HR Processes including Safer Recruitment & pre employment checking processes 6. Experience of project management, planning, managing and monitoring work | X  X  X  X  X | X |
| Skills & Abilities | 1. Ability to analyse complex data and information and use this to monitor and support activities to promote solutions 2. Produce clear, concise and accurate reports 3. Excellent written and verbal communication skills 4. Excellent IT skills (knowledge of Google suite preferred) 5. Develop and manage a variety of administrative systems 6. Develop and maintain good relationships with a wide range of people, from parents and students to external stakeholders 7. Good negotiation skills in order to negotiate contracts and solutions to problems 8. Maintain a high standard of performance whilst working to tight deadlines 9. Confidence in managing a diverse workload with conflicting deadlines 10. Manage and support staff and their professional development 11. Evidence of drive, enthusiasm and commitment in the achievement of business objectives 12. Secure additional funding and income grants through sector knowledge and successful applications | X  X  X  X  X  X  X  X  X | X  X  X |
| Knowledge | 1. Advanced computer literacy skills, especially in accounting methods, spreadsheets and database software 2. Applied knowledge of Human Resources Management 3. Knowledge and understanding of Health and Safety legislation | X  X  X |  |
| Competencies & Personal Qualities | 1. Decision-maker. 2. Organisation awareness. 3. Strong communication skills. 4. Stakeholder engagement – behaves consistently with the Trust’s values in interactions with internal and external stakeholders. 5. Ability to work on one's own initiative. 6. Works within teams and across boundaries to share knowledge and achieve results. 7. Maintains focus and drive to achieve quality outcomes for the Trust. 8. Excellent planning/organising skills. 9. Diplomacy, tact and confidentiality. 10. Agile and resilient. 11. Creative and innovative. 12. Treats people with respect and in a fair and consistent way. | X  X  X  X  X  X  X  X  X  X  X  X |  |