



Federation Business Manager

Personal Specification

Knowledge & Qualifications	Desired	Essential
Relevant qualification in accountancy/finance or School Business Management qualifications	*	
Understanding of school finance	*	
Up-to-date knowledge of charity finance	*	
Estate management	*	
Health and safety	*	
Experience		
Negotiating and managing contracts	*	
Financial accounting and management		*
Building and monitoring budgets		*
Year-end accounts preparation		*
Systems implementation	*	
HR Management		*
Direct and co-ordinate the work of others		*
Team working		*
Skills		
High level of computer literacy		*
Advanced Excel		*
Resource Financial Software	*	
Think creatively to solve problems and identify opportunities		*
Communicate effectively orally and in writing to a range of audiences		*
Manage communication systems		*
Behaviour and other related characteristics		
Open-minded and receptive to new ideas, approaches and challenges		*
Places high priority on effective team working		*
Prioritise and manage own time effectively		*
Work under pressure and to deadlines		*
Achieve challenging professional goals		*
Take responsibility for their own professional development		*
Energy, vigour and perseverance		*

