**PERSON SPECIFICATION**

**Job Title:** Business Manager

**Method of Assessment (M.O.A.):** AF = Application Form

I = Interview

T = Test or Exercise

P = Presentation

|  |  |
| --- | --- |
| **Criteria** | **M.O.A.** |
| **Experience & Knowledge*** Senior financial position
* Proven management experience at a senior level
* A sound knowledge of public sector financial policies and procedures, budget management and accounting regulations.
* Experience of producing statutory accounts under the Charity Statement of Recommended Practice (SORP).
* An in-depth knowledge of a range of computer applications including financial management systems and pupil management information systems.
* A working knowledge of procurement processes and regulations.
* Knowledge of employment law
* Knowledge of facilities and premises management
* Familiarity with Health and Safety legislation
* Evidence of the ability to communicate in all forms and present complex information in a clear and concise way to a variety of audiences.
 | AF/IAF/I |

|  |  |
| --- | --- |
| **Criteria** | **M.O.A.** |
| **Qualifications*** Degree or equivalent
* Fully Qualified Accountant (CIMA, ACCA, CIPFA, ACA)
* Health & Safety Qualification (NEBOSH, IOSH)
 |  |
| **Skills & Personal Qualities** * Evidence of the ability to communicate in all forms and present complex information in a clear and concise way to a variety of audiences.
* Ability to negotiate with suppliers to ensure best value.
* Ability to line manage a team effectively and to achieve the best results in others.
* Ability to analyse and interpret complex information and make recommendations.
* Ability to develop and maintain efficient record keeping systems.
* Handles sensitive issues constructively to resolve conflict.
* Manages demanding workloads and meet commitments.
* Takes responsibility and accountability
* Develops and nurtures networks within and outside the academy.
* Ability to demonstrate commitment to Equal Opportunities
* Willingness to participate in further training and developmental opportunities.
* Excellent interpersonal skills, to include students, staff and parents
* Able to work as part of a team as well as to work independently
* A problem solver
* Ability to enthuse and motivate colleagues
* Good organisational skills – ensuring that deadlines are met, whilst maintaining a life balance
* Be open minded and receptive to new ideas, approaches and challenges
* An interest in wider educational issues
* A commitment to the ethos of the School
 |  |