**PERSON SPECIFICATION**

**Job Title:** Business Manager

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

I = Interview

T = Test or Exercise

P = Presentation

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| **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/I  AF/I |

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| **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 |  |