# THE SAINT JOHN HENRY NEWMAN CATHOLIC SCHOOL

## Person Specification for School Business Manager

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Skills, qualification and knowledge**  Financial Management qualification e.g. AAT, ACA  Proficient use of a range of computer systems including financial planning, budget monitoring, account reconciliation and financial reporting  Microsoft Word and Excel and financial management computer application  Three or more years of experience in financial management  Experience of managing a substantial annual budget  Experience of payroll and pensions  Experience of leading on the quality and development of health and safety provision  Experience of managing a small team | Accountancy qualification with demonstrable competency – ACCA, CIMA, CIPPA, Accountancy degree  School Business Management qualification or working towards it.  Experience of the financial workings of an academy  Experience of working within financial management in the public sector  Experience of School Business Management  Experience of leading a team  Experience of using school computer application (Arbour, SIMs) |
| Personal  Genuine passion and a belief in the potential of every pupil  Resilience and determination  Have an attention to detail and able to work with accuracy  Ability to communicate effectively and with a range of different people - staff, parents, pupils and other professionals  Ability to plan, monitor and evaluate work undertaken  Ability to work unsupervised and on own  Effective time management and organisational skills  Ability to work under pressure and reach deadlines  Ability to multitask  Commitment to equality of opportunity and the safeguarding and welfare of all pupils  Fully support for the School’s aims, values and Catholic ethos  Demonstrate excellent attendance, punctuality and professional appearance |  |