

# Tudor Court Primary School

## Personal Specification – Business Manager (CFO)



| Business Manager (CFO)               | Detail                               | Examples                                                                                                                                                                     | Essential | Desirable | Evidence         |           |       |
|--------------------------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|------------------|-----------|-------|
|                                      |                                      |                                                                                                                                                                              |           |           | Application Form | Interview | Tasks |
| <b>Qualifications and Experience</b> | Specific qualifications & experience | Diploma / Certificate in School Business Management or an appropriate, equivalent financial professional qualification                                                       | ✓         |           |                  |           |       |
|                                      |                                      | ISBL Level 4 or Level 5 Diploma in School Business Management.<br>AAT/CIPFA/CIMA/ACCA or similar professional qualification.<br>Health & Safety qualification (IOSH/NEBOSH). |           | ✓         |                  |           |       |
|                                      |                                      | Successful experience in a senior business, finance or operational management role.                                                                                          | ✓         |           |                  |           |       |
|                                      |                                      | Experience of financial planning and budget management.                                                                                                                      | ✓         |           |                  |           |       |
|                                      |                                      | Experience of line managing staff.                                                                                                                                           | ✓         |           |                  |           |       |
|                                      |                                      | Experience of procurement and contract management.                                                                                                                           | ✓         |           |                  |           |       |
|                                      |                                      | Experience of health and safety compliance.                                                                                                                                  | ✓         |           |                  |           |       |
|                                      |                                      | Experience of producing reports for senior leaders or governors.                                                                                                             | ✓         |           |                  |           |       |
|                                      |                                      | Previous experience working within a school or academy.                                                                                                                      |           | ✓         |                  |           |       |

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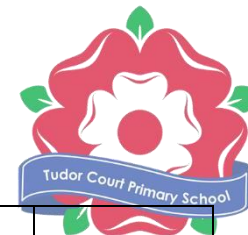
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|                                               |                                                                     |   |   |  |  |  |
|-----------------------------------------------|---------------------------------------------------------------------|---|---|--|--|--|
|                                               | Experience of academy financial procedures.                         |   | ✓ |  |  |  |
|                                               | Experience of ESFA returns.                                         |   | ✓ |  |  |  |
|                                               | Experience of school MIS and financial software.                    |   | ✓ |  |  |  |
|                                               | The ability to prepare, monitor, evaluate and review the budget     | ✓ |   |  |  |  |
|                                               | Preparation, understanding and interpretation of all financial data | ✓ |   |  |  |  |
|                                               | An understanding of primary school ethos                            |   | ✓ |  |  |  |
| Knowledge of relevant policies and procedures | Academy Trust Handbook.                                             | ✓ |   |  |  |  |
|                                               | Keeping Children Safe in Education.                                 | ✓ |   |  |  |  |
|                                               | Employment legislation.                                             | ✓ |   |  |  |  |
|                                               | Health & Safety legislation.                                        | ✓ |   |  |  |  |
|                                               | GDPR.                                                               | ✓ |   |  |  |  |
|                                               | Financial Regulations.                                              | ✓ |   |  |  |  |

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|            |                                                                           |   |   |  |  |  |
|------------|---------------------------------------------------------------------------|---|---|--|--|--|
|            | Procurement.                                                              | ✓ |   |  |  |  |
|            | HR procedures.                                                            | ✓ |   |  |  |  |
|            | Academy budgeting.                                                        |   | ✓ |  |  |  |
|            | Internal scrutiny.                                                        |   | ✓ |  |  |  |
|            | Risk management.                                                          |   | ✓ |  |  |  |
|            | Business continuity.                                                      |   | ✓ |  |  |  |
|            | A detailed working knowledge of ARBOR/FMS or other School finance package | ✓ |   |  |  |  |
|            | A detailed working knowledge of payroll, personnel and employment issues  | ✓ |   |  |  |  |
| Literacy   | English GCSE (or equivalent)                                              | ✓ |   |  |  |  |
| Numeracy   | Maths GCSE (or equivalent)                                                | ✓ |   |  |  |  |
| Technology | Thorough working knowledge of ICT and the software relating to finance    | ✓ |   |  |  |  |

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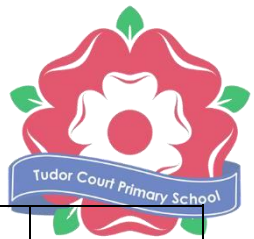
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| Business Manager (CFO)             | Detail                | Examples                                                                                                                       | Essential | Desirable | Evidence         |           |       |
|------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|------------------|-----------|-------|
|                                    |                       |                                                                                                                                |           |           | Application Form | Interview | Tasks |
| <b>Leadership &amp; Management</b> |                       | Ability to lead, motivate and develop teams.                                                                                   | ✓         |           |                  |           |       |
|                                    |                       | Ability to influence senior leaders and governors.                                                                             | ✓         |           |                  |           |       |
|                                    |                       | Excellent decision-making skills.                                                                                              | ✓         |           |                  |           |       |
|                                    |                       | Strategic thinking.                                                                                                            | ✓         |           |                  |           |       |
|                                    |                       | Ability to manage change.                                                                                                      | ✓         |           |                  |           |       |
| <b>Communication</b>               | Written               | Excellent written communication and presentation skills.                                                                       | ✓         |           |                  |           |       |
|                                    | Verbal                | Ability to address SLT and Governing Body meetings<br>Ability to communicate financial information to non-financial audiences. | ✓         |           |                  |           |       |
|                                    | Negotiating           | Ability to negotiate effectively to achieve best outcomes<br>Ability to manage difficult or controversial exchanges            | ✓         |           |                  |           |       |
| <b>Working with others</b>         | Working with partners | Ability to define clear working guidelines                                                                                     | ✓         |           |                  |           |       |

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|                         |                       |                                                                                                                                                                                                                     |   |   |  |  |  |
|-------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|--|--|--|
|                         | Relationships         | The ability and personal qualities to motivate staff<br>The ability to communicate well with all members of the school community, including parents<br>The ability to receive, as well as give, constructive advice | ✓ |   |  |  |  |
|                         | Team work             | Ability to work well in a team, both as a member and leader                                                                                                                                                         | ✓ |   |  |  |  |
|                         | Information           | Develop and implement effective systems to share and safeguard information                                                                                                                                          | ✓ |   |  |  |  |
|                         | Organisational skills | Experience of strategic planning and the development of business plans                                                                                                                                              | ✓ |   |  |  |  |
| <b>Responsibilities</b> | Organisational skills | Experience of financial planning, financial management and budgetary control within an organisation                                                                                                                 | ✓ |   |  |  |  |
|                         |                       | The ability to plan at both operational and strategic levels                                                                                                                                                        | ✓ |   |  |  |  |
|                         | Line Management       | Experience of leading, managing and motivating a team of staff offering dynamic and effective leadership                                                                                                            |   | ✓ |  |  |  |

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|--------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|------------------|-----------|-------|
|                                      |                 |                                                                                                                                                                 |           |           | Application Form | Interview | Tasks |
| <b>Responsibilities Continued...</b> | Time Management | Be well organised, have a high level of initiative and be able to delegate effectively and appropriately<br>Able to ensure that tight, strict deadlines are met | ✓         |           |                  |           |       |

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|                |                                 |                                                                                                  |   |  |  |  |  |
|----------------|---------------------------------|--------------------------------------------------------------------------------------------------|---|--|--|--|--|
|                | Creativity                      | Demonstrate a highly creative approach to work<br>Able to resolve complex problems independently | ✓ |  |  |  |  |
| <b>General</b> | Equalities                      | Demonstrate commitment to treating all people fairly                                             | ✓ |  |  |  |  |
|                | Health & Safety                 | Excellent understanding of Health and Safety                                                     | ✓ |  |  |  |  |
|                | Child Protection                | Understand and comply with Child Protection procedures                                           | ✓ |  |  |  |  |
|                | Confidentiality/Data Protection | Understand and comply with procedures and legislation relating to confidentiality and GDPR       | ✓ |  |  |  |  |
|                | CPD                             | Demonstrate a clear commitment to develop and learn in the role                                  | ✓ |  |  |  |  |
|                |                                 | Able to effectively evaluate own performance                                                     | ✓ |  |  |  |  |