

## Person Specification: Business & Finance Manager

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Qualifications	Recognised management/business or accountancy degree or equivalent related professional qualification, or working towards such qualification	School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM or Msc School Business Management. Accountancy qualifications CIMA or ACA or other comparable qualification from relevant sources	Application form. Certificates at selection event.
Training	Evidence of Continuing Professional Development	Member of National Association of School Business Management or other relevant sector.	Application form. Selection event.
Experience	Managing strategic financial plans. Managing budgets, financial reporting, procurement, bid writing and fixed assets. Managing change projects. Managing H&S.	Managing within an educational environment or other relevant sector. Managing at a Senior Management Team level.	Application form. Selection event.
Knowledge and skills	Able to deliver services and systems applicable for effective school management. Able to deliver value for money initiatives. Able to understand national & regional educational services and deliver appropriate strategies. Able to lead teams and individuals. Able to strategically influence decision making within the school. Able to use a range of ICT packages.	Understanding of educational issues. Understanding of promoting positive relationships with the wider school community	Application form. Selection event.
Personal Characteristics	Highly developed interpersonal skills including influencing skills. Willingness to constructively challenge the work of self and others to continually improve own and team performance. Ability to work under pressure and meet deadlines.		Application form. Selection event.