

Sunnyside Academy – Person Specification – Academy Business Manager

	Essential	Desirable	A=application R=reference I=interview C=certificate
Qualifications	<ul style="list-style-type: none"> • GSCE education to include English Language and Maths (or equivalent) • Relevant recognised professional qualification in finance or accounting • Commitment to achieve the National College of School Leadership Certificate of School Business Management or Diploma of School Business Manager 	<ul style="list-style-type: none"> • Achieved School Business Manager qualification e.g. DSBM / CSBM 	A C
Experience	<ul style="list-style-type: none"> • Managing budgets, financial reporting and procurement • Working effectively with internal and external partners 	<ul style="list-style-type: none"> • Working in a strategic role in public or educational sector • Project management • Managing H&S 	A R I
Knowledge	<ul style="list-style-type: none"> • Financial management and accounting procedures • Information management systems • Resource management and procurement with regard to Best Value principles • An awareness and understanding of safeguarding responsibilities and implications 	<ul style="list-style-type: none"> • School financial management and accounting • Understanding of using Sage accounting software • Understanding of using Scholarpack • Premises maintenance • Personnel procedures and employment legislation • HR policies/codes of practice/legislation • H&S policies/codes of practice/legislation 	A R I
Skills	<ul style="list-style-type: none"> • Excellent literacy and numeracy skills • Excellent level IT skills • Ability to use initiative, prioritise, meet deadlines • Excellent interpersonal skills • Effective communicator and presenter – orally and in writing • Ability to work as part of a team • Ability to maintain a positive and professional demeanour 		A R I C
General	<ul style="list-style-type: none"> • Demonstrate a commitment to the school vision, aims and ethos, its community and the school improvement agenda • Good sense of humour and a positive outlook on life 		A I

	<ul style="list-style-type: none">• Satisfactory outcome of enhanced search by Disclosure and Barring Service (DBS)		
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