**PERSON SPECIFICATION**

**Business and Finance Manager**

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|  | **ESSENTIAL** | | **DESIRABLE** | |
|  | **Criteria**  **No.** | **ATTRIBUTE** | **Criteria**  **No.** | **ATTRIBUTE** |
| **Qualifications**  **& Training** | E1 | Financial experience relevant to the post | D1 | Experience in school business management including budgetary control and forecasting |
| **Experience &**  **Knowledge** | E2 | Relevant experience specific to the requirements of the post |  |  |
|  | E3 | Experience of providing high level advice and guidance to senior management |  |  |
|  | E4 | Highly competent in the use of Microsoft office packages, particularly Excel | D2 | Experience of working in and/or providing financial support to education sector |
|  | E5 | Extensive knowledge and experience in the use of accounting and financial management systems | D3 | Experience of financial management systems in schools/academies |
|  | E6 | Experience of internal and external audit including developing robust audit compliant internal control | D4 | Experience of academy ESFA requirements |
|  | E7 | Experience of managing revenue and capital budgets |  |  |
|  | E8 | Experience of leading and managing general HR |  |  |
|  |  |  | D5 | Experience of line managing a team |
|  |  |  | D6 | Experience of school/ academy administration |
|  |  |  | D7 | Experience of successful funding bids and grants |
| **Skills** | E9 | Ability to present complex data in format and manner suitable the audience |  |  |
|  | E10 | Ability to influence |  |  |
|  | E11 | Ability to prioritise deadlines |  |  |
|  | E12 | Ability to work successfully as part of a team or individually with minimum supervision |  |  |
|  | E13 | Good communication skills to a wide range of audiences |  |  |
|  | E14 | Ability to write and present clear, concise and accurate reports |  |  |
| **Personal**  **Attributes** | E15 | High level of professional integrity and confidentiality |  |  |
|  | E16 | Capability to work hard under pressure to tight deadlines |  |  |
|  | E17 | Ability to multi-task and lead a number of projects with often conflicting deadlines |  |  |
|  | E18 | Willing to participate in development and training opportunities |  |  |
|  | E19 | Strong attention to detail, with the ability to delegate without losing control of the detail |  |  |
|  | E20 | Willingness to abide by all Trust policies and procedures |  |  |
| **Special**  **Requirements** | E21 | Willingness to be flexible to accommodate the demands of the post | D8 | Driving licence |
|  | E22 | Suitable to work with children | D9 | Own transport |