

Person Specification – School Business Manager SM1

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Professional qualification in accountancy (CCAB qualified or equivalent relevant) or recognised professional qualification in finance, accounting or business administration Record of Continuing Professional Development 	<ul style="list-style-type: none"> Educated to degree level Diploma/Advanced Diploma in School Business Management e.g. DSBM / ADSBM
Experience	<ul style="list-style-type: none"> Significant financial management experience including forecasting, planning, reporting and cash flow Managing budgets, financial reporting, procurement and fixed assets Reviewing monthly payroll and dealing with pension queries Managing and leading others Use of Microsoft Office & financial database systems Working effectively with internal and external partners Keeping abreast with relevant legislation 	<ul style="list-style-type: none"> Relevant experience in the education sector Experience of strategic senior leadership with financial management responsibility Experience of using SIMS FMS systems Experience of using Mac systems and Google workspace for education Evidence of successful funding applications/bids Change management
Knowledge	<ul style="list-style-type: none"> Can critically evaluate financial information and use professional judgement to inform proposals and recommendations Use of information management systems Resource management and procurement Strong understanding of HR, personnel & payroll procedures Understanding of GDPR legislation Confidence with the variety of modern payment methods such as faceless banking, online purchases and digital wallets. 	<ul style="list-style-type: none"> HR legislation, policies/codes of practice H&S policies/codes of practice/legislation Recent safer recruitment training Income generation An awareness and understanding of safeguarding responsibilities of all adults who work with children
Professional and Personal Qualities	<ul style="list-style-type: none"> Analytical Ability to use initiative, prioritise, work under pressure and meet deadlines Effective communicator and presenter – orally and in writing Ability to lead and also to work as part of a leadership team Ability to maintain professional and confidentiality boundaries Resilience to work in an emotionally challenging setting 	<ul style="list-style-type: none"> Ability to be flexible in working hours Adaptability Ability to troubleshoot for referred problems Higher level communication skills to influence, motivate and drive change