

Person Specification - Business Manager

KNOWLEDGE

- Knowledge of school financial procedures
- Knowledge of budget management and accounting techniques
- Knowledge of premises management and contracts legislation
- Knowledge of employment law and health and safety legislation including risk assessment tools

SKILLS AND ABILITIES

- Excellent written and verbal skills
- Ability to plan and prioritise workload to meet conflicting deadlines
- Ability to analyse and interpret complex information and solve problems
- Excellent IT skills in MS Office, internet, e-mail and financial management packages
- Good negotiation skills in order to negotiate with suppliers
- Ability to work independently and act on own initiative
- Ability to cope well with pressure and keep calm in stressful situations
- Ability to maintain absolute confidentiality and integrity.

EXPERIENCE

- Administrative experience in a management capacity, including responsibility for financial and HR matters
- Experience of managing staff
- Experience in finance including the development, management and operation of financial management systems
- Experience of budget management including account reconciliation and the ability to produce, analyse and evaluate financial reports and information

EDUCATIONAL

- Excellent numeracy and literacy skills

SPECIAL REQUIREMENTS

- Enhanced DBS check will be required
- Understanding and commitment to equal opportunities.