

PERSON SPECIFICATION ACADEMY BUSINESS MANAGER/CHIEF FINANCIAL OFFICER

	Attributes	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • To hold or be willing to work towards C/DSBM or a CIPFA Diploma in School Financial and Operational Leadership via ISBL and CIPFA 	✓		A, I
	<ul style="list-style-type: none"> • A degree - ideally in accountancy, business management or a related discipline 		✓	A, R
	<ul style="list-style-type: none"> • Evidence of relevant and continuous professional development 	✓		A, R & I
	<ul style="list-style-type: none"> • Currently holds or willingness to undertake a IOSH Managing Safely qualification 	✓		A, I
	<ul style="list-style-type: none"> • Member of Professional Institute relating to post 		✓	A, I
	<ul style="list-style-type: none"> • Recognised HR qualification 		✓	A, R & I
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school, or in a relevant field outside education 	✓		A, R & I
	<ul style="list-style-type: none"> • Involvement in school self-evaluation and improvement planning 		✓	A, I
	<ul style="list-style-type: none"> • Line management experience 	✓		A, R & I
	<ul style="list-style-type: none"> • Experience of change management 	✓		A, I
	<ul style="list-style-type: none"> • Contributing to staff development 	✓		A, I
	<ul style="list-style-type: none"> • Proven experience of project management 		✓	A, R & I
	<ul style="list-style-type: none"> • Experience of effectively managing complex budgets 	✓		A, R & I
	<ul style="list-style-type: none"> • Experience of estate management 		✓	A, R & I
	<ul style="list-style-type: none"> • Experience of HR management including appraisal/PM management 	✓		A, I
	<ul style="list-style-type: none"> • Experience of successfully seeking out and raising additional funding 		✓	A, R & I
Skills and Knowledge	<ul style="list-style-type: none"> • Expert knowledge of financial management 	✓		A, R & I
	<ul style="list-style-type: none"> • Excellent attention to detail 	✓		A, I
	<ul style="list-style-type: none"> • Previous use of a variety of business management software and management information systems 	✓		A, I
	<ul style="list-style-type: none"> • Effective communication and interpersonal skills 	✓		A, R & I
	<ul style="list-style-type: none"> • Ability to communicate a vision and inspire others 	✓		A, I
	<ul style="list-style-type: none"> • Ability to build effective working relationships with staff and other stakeholders 	✓		A, R & I
	<ul style="list-style-type: none"> • Ability to effectively and confidently challenge the decisions of others, including those at a senior level 	✓		A, I
	<ul style="list-style-type: none"> • Excellent knowledge of Health and Safety and estate compliance 	✓		A, I
	<ul style="list-style-type: none"> • An understanding of basic employment law 		✓	A, I
	<ul style="list-style-type: none"> • Working knowledge of equal opportunities and the operation of personnel policy and procedure 	✓		A, R & I
	<ul style="list-style-type: none"> • Experience of undertaking business risk management and risk management evaluation 		✓	A, I
	<ul style="list-style-type: none"> • An understanding of School Governance and the role of the Governing Body 		✓	A, I

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	<ul style="list-style-type: none"> Willingness to maintain awareness of current educational issues and developments 		✓	A, I
Personal Qualities	<ul style="list-style-type: none"> Commitment to promoting the ethos and values of the school and getting the best outcomes for all students 	✓		A, R & I
	<ul style="list-style-type: none"> Highly motivated leader, approachable and able to form positive relationships 	✓		A, R & I
	<ul style="list-style-type: none"> Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school 	✓		A, R & I
	<ul style="list-style-type: none"> Commitment to maintaining confidentiality at all times 	✓		A, I
	<ul style="list-style-type: none"> Commitment to safeguarding and equality 	✓		A, R & I
	<ul style="list-style-type: none"> The ability to be creative and innovative in finding solutions to problems. 		✓	A, I
	<ul style="list-style-type: none"> Welcomes challenges and change with a proactive “can do” approach 	✓		A, I
	<ul style="list-style-type: none"> Willingness to develop skills with further training 	✓		A, I
	<ul style="list-style-type: none"> A reflective professional who wants to improve 	✓		A, I
	Other	<ul style="list-style-type: none"> Commitment to work in a school environment 	✓	
<ul style="list-style-type: none"> Commitment to develop partnerships/collaboration with other schools and community 		✓		A, I
<ul style="list-style-type: none"> High expectations of staff and willingness to hold others to account 		✓		A, I

References: Two professional references are essential which demonstrate evidence of appropriate professional standards, personal qualities and confirm that the candidate meets safer recruitment conditions. One reference must be from your current employer.

A = application, I = interview, R = references