



engage enrich excel academies

PERSON SPECIFICATION TRUST BUSINESS MANAGER

AF – Application Form

SP – Selection Process

Ref – Reference

Specification	Essential/ Desirable	Method of Assessment
QUALIFICATIONS		
Degree or equivalent	E	Ap
School Business Management Qualifications (Certificate in School Business Management - Accredited at Level 4, Diploma in School Business Management - Accredited at Level 5, Advanced Diploma in School Business Management - Aimed at Level 6)	E /D	Ap
CCAB qualified (ie ACA, ACCA CIMA or CIPFA)	D	Ap
Evidence of continuous professional development	D	Ap
LEADERSHIP		
Support and demonstrate commitment to the vision for the further development and improvement of the school	E	Sp
Support the Headteacher and governors in the management of change and improvement in pursuit of strategic objectives	E	Sp
Prioritise, plan, organise, direct and co-ordinate the work of others	E	Ap
Devolve responsibilities, delegate tasks and monitor practice to see that they are carried out, set standards and provide a role model for others	E	Sp
Deal sensitively with people and resolve conflicts	E	Sp
SKILLS		
Excellent communication and interpersonal skills	E	Ap/Sp
Ability to work independently, demonstrating initiative	E	Sp
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required	E	Ap/Sp
Ability to communicate with a wide range of audiences, including other employees within the school, governors, parents, LA and government officers, contractors, suppliers, bank, auditors and others	E	Sp
Ability to lead and manage staff effectively and sensitively and to lead by example	E	Ap/Sp
Ability to negotiate best value	E	Ap/Sp
Ability to manage projects from inception to completion, meeting deadlines.	E	Ap/Sp
Ability to reconcile priorities, work to tight deadlines and problem solve	E	Ap/Sp



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Receptive to new ideas, approaches and challenges	E	Sp
EXPERIENCE		
Proven experience of strategic planning, budget monitoring, cash management and forecasting, procurement	E	Ap
Proven experience of producing a variety of financial/ management reports including the production of statutory accounts from a trial balance	E	Ap
Experience of successfully networking and building relationships with other organisations or institutions.	E	Ap
Proven experience of management of teams and change projects	E	Ap
Proven experience of fundraising.	D	Ap
KNOWLEDGE		
A sound knowledge of budget management	E	Ap/Sp
A sound knowledge of a range of financial systems and computer applications	D	Ap/Sp
Knowledge of relevant policies, legislation and codes of practice in Finance (e.g. Charity SORP, Companies Act)	D	Sp
SAFEGUARDING		
Shows a personal commitment to safeguarding and promoting the welfare and rights of young people.	E	Sp
Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances	E	Sp
Can demonstrate an ability to contribute towards a safe environment	E	Sp
PERSONAL QUALITIES		
Enthusiasm, drive and a love for the job	Essential	AF, SP & Ref
Committed to high standards of customer service	E	Sp
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Sp
Committed to equality and diversity	E	Sp
Committed to own continuing professional development which may include working towards School Business Management qualification.	D	Sp
Clear vision and an innovative approach	E	AF, SP & Ref
A passion for ensuring all aspects of school life demonstrate integrity and respect	E	SP & Ref
Commitment to a high profile presence in and around the school	E	Sp
Ability to foster an open culture where all are valued and treated fairly.	E	AF, SP & Ref
A good sense of humour	E	SP & Ref
Excellent communication skills, both verbal and written	E	SP
Ability to organise, plan and prioritise time effectively	E	SP
Ability to act decisively.	E	SP
Willingness to challenge others to produce positive outcomes.	E	SP
Flexibility, adaptability and creativity	E	SP