

Person Specification for the role of School Business Leader

Education and Qualifications	Essential	Desirable	How Identified
Educated to degree level in relevant field		Desirable	Application Form
School Business Management Qualification		Desirable	Application Form
CCAB qualified (ie ACA, ACCA CIMA or CIPFA) or Finance/Accounting related qualification or able to demonstrate equivalent ability	Essential		Application Form
Knowledge, Experience, Skills and Qualities	Essential	Desirable	How Identified
Proven experience of strategic financial planning, budget monitoring, cash management and forecasting, procurement.	Essential		Application Form Reference Interview
Proven experience of producing a variety of financial/management reports including production of statutory accounts from a trial balance.	Essential		Application Form Reference Interview
Proven experience of fundraising	Essential		Application Form Reference Interview
Experience of managing change and implementing new systems/ procedures/controls.	Essential		Application Form Reference Interview
Knowledge of School/Academy funding policies and procedures with	Essential		Application Form Reference Interview

an ability to interpret and communicate financial information			
Knowledge of the accounting rules and concepts surrounding charity / academy accounting and reporting	Essential		Application Form Reference Interview
An awareness of Government reporting requirements and returns associated with the academy sector	Essential		Application Form Reference Interview
Ability to produce accurate and timely monthly management accounts for the SLT and Governors	Essential		Application Form Reference Interview
Ability to analyse reserves, income, expenditure and forecasting by fund / revenue stream	Essential		Application Form Reference Interview
Experience of developing and maintaining strong finance policies, lines of authority and reporting, and related monitoring	Essential		Application Form Reference Interview
Experience of overseeing all aspects of business transaction processing including invoices, receipts, payments, income streams	Essential		Application Form Reference Interview
An understanding of the company law reporting and financial obligations of an academy together with related processes, such as statutory audit	Essential		Application Form Reference Interview
Experience of asset safeguarding and maintaining asset registers		Desirable	Application Form Reference Interview
Cost / benefit analysis of projects and evaluation of existing / proposed activities		Desirable	Application Form Reference Interview

Excellent communication and interpersonal skills	Essential		Application Form Reference Interview
Ability to work independently, demonstrating initiative	Essential		Application Form Reference Interview
Experience of developing and maintaining efficient record keeping/management information systems	Essential		Application Form Reference Interview
Experience of providing accurate records and reports	Essential		Application Form Reference Interview
Experience of communicating with a wide range of audiences, including other employees, governors, parents, contractors, suppliers, bank, auditors and others	Essential		Application Form Reference Interview
Experience of managing staff effectively		Desirable	Application Form Reference Interview
Experience of managing projects from inception to completion, meeting deadlines		Desirable	Application Form Reference Interview
Ability to reconcile priorities and processes, work to tight deadlines and problem solve	Essential		Application Form Reference Interview
Excellent organizational, planning and prioritisation skills	Essential		Application Form Reference

			Interview
Excellent numeracy skills with ability to collect, manage and analyze complex information	Essential		Application Form Reference Interview
Flexible, efficient and highly organized	Essential		Application Form Reference Interview
High standard of personal integrity	Essential		Application Form Reference Interview
Familiarity and understanding of the Academies Financial Handbook 2019		Desirable	Application Form Reference Interview