Assistant School Business Manager - Person Specification

	Essential	Desirable
Education and Qualifications		
GCSE Maths & English	/	
Accountancy/Finance qualification, minimum AAT or equivalent		/
Relevant business adminstration, finance or management qualification		/
Experience		
At least 3 to 5 years experience of working in a finance role	/	
Experience of working in a school finance or business support environment		/
Experience of using financial management systems such as FMS or similar		/
Experience of budget planning, budgeting montoring and variance reporting	/	
Experience in end of year closedown procedures	/	
Experience of procurement, obtaining quotations and managing suppliers	/	
Working and communicating with external agencies including audit	/	
Skills, Knowledge and Understanding		
Strong technical financial and management accounting skills	/	
Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports and advise on variancies	/	
Ability to prepare, understand, analyse and present financial data to SLT, staff and governors	/	
Must be aware of Financial Regulations and understand other relevant school policies	/	
Knowledge of school funding arrangements and income streams		/
Knowledge of VAT implications and returns	/	
Ability to work with mimimun supervision	/	
Good attention to detail and the ability to produce accurate work	/	
Strong knowledge of ICT including Excel and Word and outlook	/	
Awareness of and work within national legislation and school policies and procedures relating to Premises, facilities and Health & Safety		/
Awareness of safeguarding responsibilities within a school environment		/
Awareness of Data Protection and confidentiality issues	/	
Personal Qualities		
Ability to support, motivate and supervise staff inclduing day to day line management duties	/	
Professional, approachable and positive attitude	/	
Proactive and flexible approach and be able to work well under pressure	/	
Excellent interpersonal and communication skills	/	
Able to work well independently and as part of a team	/	
Ability to prioritise workload and ensure deadlines are met	/	
High level of honesty and integrity	/	
Further requirements		
Willingness to work flexible hours on occasions	/	
Willingness to maintain confidentiality on all school matters	/	
A commitment to on-going personal development and willingness to undertake appropriate training	/	
Be supportive and adhere to all of the schools policies and procedures	/	
Have a current enhanced DBS	/	