

PERSON SPECIFICATION

Post Title: Academy Business Manager

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<p>Ability to develop and maintain efficient financial and administrative systems</p> <p>Ability to analyse and interpret complex information, resolve problems and make recommendations</p> <p>Negotiation skills</p> <p>Ability to communicate with a wide range of audiences.</p> <p>Ability to prioritise and manage own workload to meet deadlines.</p> <p>Ability to show sensitivity and objectivity in dealing with confidential issues</p> <p>Ability to work independently demonstrating initiative and pro-activity</p> <p>Proficient in the use of Microsoft Word and Excel</p>		
Education & Qualifications	The Certificate of School Business Management or equivalent.	Diploma of School Business Management or equivalent or working towards it.	

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Knowledge	<p>Management accounting and financial reporting procedures.</p> <p>Knowledge of a range of computer applications including Schools Information Management System (SIMS) and Microsoft Office.</p> <p>Knowledge of contract management, procurement and supply procedures</p> <p>Knowledge of Health & Safety legislation and procedures and risk assessments.</p>	<p>A sound knowledge of the financial workings of an academy.</p> <p>Knowledge of PS Financials</p> <p>Knowledge of Health & Safety legislation and procedures relevant to a school environment</p>	
Experience	<p>Experience of financial planning, budget monitoring, account reconciliation and financial reporting</p> <p>Experience of Facilities Management – Including Health and Safety, Risk Management and lettings of premises.</p> <p>Experience of undertaking a range of administrative duties and office management.</p> <p>Procurement and contract negotiation ensuring best value.</p>	<p>Experience of managing a team of between 2 and 20 support staff, and use of personnel procedures</p> <p>Experience of ICT, Communication and Financial Systems Management</p>	
Personal Attributes	<p>Adaptable</p> <p>Innovative</p> <p>Organised</p>		

Date (drawn up): March 2018

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