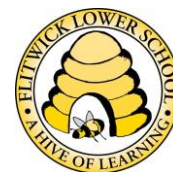


# Flitwick Lower School

A Hive of Learning



## Person Specification

Job Title: School Business Manager

ESSENTIAL	DESIRABLE	EVIDENCE
<b>1. Experience</b>		
<p>Experience of working at Senior Management Level within an organisation</p> <p>A detailed working knowledge of payroll, personnel and employment issues</p> <p>The ability to prepare, monitor, evaluate and review the budget</p> <p>Preparation, understanding and interpretation of all financial data</p> <p>Experience of financial planning, financial management and budgetary control within an organisation, including school finance</p>	<p>School Business Management experience.</p> <p>Experience of leading development projects</p> <p>Experience of negotiating contracts</p> <p>Experience of recruitment and performance management / appraisal</p> <p>Experience of school review / school improvements process with ability to interpret advice and devise policy in light of these</p> <p>Experience of leading marketing</p> <p>Thorough working knowledge of IT and the software relating to finance</p>	<p>Application, references and interview</p>
<b>2. Education and Qualifications</b>		
<p>Professional qualification in finance or accounting, e.g. CIPFA, AAT, ACCA</p> <p>Evidence of Continuing Professional Development</p>	<p>Degree in Business related discipline</p> <p>Educated to degree level or equivalent</p> <p>Evidence of further professional development e.g. Certificate and / or Diploma in School Business Management (or working towards one of these qualifications)</p> <p>Member of National Association of School Business Management</p>	<p>Application and Original Certificates</p>
<b>3. Skills / Abilities (Proven skills, knowledge of the area)</b>		
<p>Proficient in use of MS Excel spread sheets and computer-based accounting packages</p> <p>Detailed knowledge of financial planning and budgetary control processes, being able to lead the development of the 3-year financial plan</p> <p>Able to work under pressure and balance strategic and planning activities</p> <p>Strong organisational skills and record keeping skills</p> <p>Ability to develop and implement effective systems to share and safeguard information</p> <p>Strong Literacy, Numeracy, ICT, Communication and inter-personal skills</p> <p>Ability to work constructively as part of a team, understanding school roles and responsibilities and your position within these.</p> <p>Ability to organise, motivate and lead other staff.</p>	<p>Experience of RM Finance or similar, Access Budgeting software. RM Integris</p> <p>Experience of working with Beds Borough or Central Bedfordshire HR and MyView systems</p> <p>Knowledge and understanding of the Education sector</p> <p>Knowledge of tendering processes and drafting specifications</p> <p>Skills in writing bids to access fund raising opportunities</p>	<p>Application, References and Interview</p>