



Heatherside Infant School

Business Manager Person Specification



Role Purpose	As a member of the schools' senior management team, to manage the business elements of the school including Finance, HR, Health & Safety, Buildings	
	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> Educated to A level standard or equivalent GCSE English and Mathematics at Grade C or above 	<ul style="list-style-type: none"> An accounting qualification eg CIMA, AAT or qualified by experience
Finance Experience	<ul style="list-style-type: none"> Several years' experience in a Finance Role, including budget preparation and monitoring Experience and understanding of financial controls 	<ul style="list-style-type: none"> Experience of HR management Experience leading a team Previous experience working in an educational environment
Skills	<ul style="list-style-type: none"> Excellent Financial management knowledge, skills and experience Excellent skills in Microsoft Office Experience in using financial systems Knowledge of IT software Excellent communication, both verbal and written The ability to understand and interpret guidance and policies in a practical manner 	
Personal Characteristics	<ul style="list-style-type: none"> Be a strategic thinker and able to problem solve Ability to think on your feet and manage a number of activities concurrently Be highly organised and methodical Ability to work with staff at all levels across the school and external suppliers Ability to present information in a meaningful manner Ability to work with and present information to the Governing Body Be flexible and adaptable to the daily demands of a busy infant school office Be able to respond to an ever-changing environment and work well under pressure Be able to work as part of different teams with a positive attitude and a good sense of humour! 	