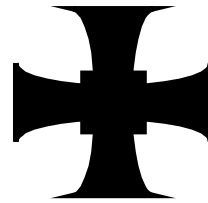


Trinity School, Carlisle



Person Specification

POST TITLE: Business Manager

	ESSENTIAL	DESIRABLE
Qualifications	Professional qualification in finance and business management or a professional qualification or equivalent in a relevant field	A degree – ideally in accountancy, business management or a related principle A school business management qualification
Experience	Line management experience Experience of change management Contributing to staff development	Successful leadership and management experience in a school, or in a relevant field outside education Involvement in school self-evaluation and improvement planning Experience of other areas of school business management including, for example human resources
Skills and Knowledge	Expert knowledge of financial management – ability to produce budgetary estimates, reports, cash flow and financial statistical summaries Excellent attention to detail Previous use of budget software, payroll and SIMS Finance Effective communication and interpersonal skills Ability to build effective working relationships with staff and other stakeholders	Ability to communicate a vision and inspire others Some knowledge of the law and practice relating to Income Tax, PAYE, Pensions and VAT

Personal qualities	<p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all students</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p>	
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