

Employee Specification Form Specification for the post of:

## **FINANCE AND BUSINESS MANAGER**

**M23** 

**Personal Attributes Essential** Desirable Attribute Identified Stage Identified Stage Attribute Qualifications Accountancy qualifications e.g. ACA/ACCA /ACMA/ A/I Qualified Accountant A/I/R CIMA/CIPFA Experience At least 2 years post qualification experience School financial experience A/I/R A/R/I Personnel and administration experience SIMS experience A/I/R A/R/I Financial Regulations A/I/R Knowledge & Computer literate Interpreting government and other legislation relevant A/I/R A/R Skills Strong interpersonal and communication skills A/I to the academy Asset management procurement Α Excellent management skills with the ability to lead by A/I/R example A/I/R Experience leading a small team A/I/R Ability to prioritise work and meet deadlines A/R Commercial Awareness A/R Health and safety qualification/knowledge A/R Well developed analytical, strategic, planning and A/I/R organisational skills Special Premises regulations A/R

Requirements