

Hub Business Manager Person Specification

The person appointed will be able to work on his/her own initiative with enthusiasm and commitment.

Personal Attributes Required	Essential (E) or Desirable (D)	To be identified from:
Qualifications: <ul style="list-style-type: none"> AAT Level 3 or an equivalent finance qualification 	E	Application
Experience: <ul style="list-style-type: none"> Previous management experience Previous school administration/finance experience Strong understanding of financial management within a multi-academy trust or similar organization 	D E D	Letter/Interview Letter/Interview Letter/Interview
Knowledge/skills/abilities: <ul style="list-style-type: none"> Strong administrative and organisational skills, including the ability to provide clear briefings and instructions to our schools. The ability to work to deadlines and prioritise workload. Willingness to work flexibility, potentially including evenings to attend Local Governing Board meetings as required. Strong communication skills. Ability to work as part of a team or on their own. Be proficient in the use of Microsoft office programmes such as Excel and Word. A commitment to the values and ethos of the Academy Trust and a passion for education. Must have a current valid UK driving license and the requirement to travel between schools and the central Trust office. 	E E E E E E E E	Interview Interview Interview Interview Interview Interview Letter/Interview Application