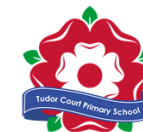


TUDOR COURT PRIMARY SCHOOL

PERSONAL SPECIFICATION ~ BUSINESS MANAGER (CFO)



Business Manager (CFO)	Detail	Examples	Essential	Desirable	Evidence		
					Application Form	Interview	Tasks
Qualifications and Experience	Specific qualifications & experience	Diploma / Certificate in School Business Management or an appropriate, equivalent financial professional qualification	✓				
		Successful management experience	✓				
		Experience of working in a school financial environment		✓			
		The ability to prepare, monitor, evaluate and review the budget	✓				
		Preparation, understanding and interpretation of all financial data	✓				
		An understanding of primary school ethos		✓			
	Knowledge of relevant policies and procedures	Understanding of the LA and EFSA financial systems and procedures	✓				
		A detailed working knowledge of SIMS/FMS or other School finance package	✓				
		A detailed working knowledge of payroll, personnel and employment issues		✓			
	Literacy	Good pass in English GCSE (or equivalent)		✓			
	Numeracy	Good pass in Maths GCSE (or equivalent)		✓			
	Technology	Thorough working knowledge of ICT and the software relating to finance	✓				

Business Manager (CFO)	Detail	Examples	Essential	Desirable	Evidence		
					Application Form	Interview	Tasks
Communication	Written	Ability to complete complex returns, write complex letters and reports	✓				
	Verbal	Ability to exchange complex information clearly and sensitively Ability to address SLT and Governing Body meetings	✓				
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges	✓				
Working with others	Working with partners	Ability to define clear working guidelines	✓				
	Relationships	The ability and personal qualities to motivate staff The ability to communicate well with all members of the school community, including parents The ability to receive, as well as give, constructive advice	✓				
	Team work	Ability to work well in a team, both as a member and leader	✓				
	Information	Develop and implement effective systems to share and safeguard information	✓				
Responsibilities	Organisational skills	Experience of strategic planning and the development of business plans	✓				
		Experience of financial planning, financial management and budgetary control within an organisation	✓				
		The ability to plan at both operational and strategic levels	✓				
	Line Management	Experience of leading, managing and motivating a team of staff offering dynamic and effective leadership		✓			

Business Manager (CFO)	Detail	Examples	Essential	Desirable	Evidence		
					Application Form	Interview	Tasks
Responsibilities Continued...	Time Management	Be well organised, have a high level of initiative and be able to delegate effectively and appropriately Able to ensure that tight, strict deadlines are met	✓				
	Creativity	Demonstrate a highly creative approach to work Able to resolve complex problems independently	✓				
General	Equalities	Demonstrate commitment to treating all people fairly	✓				
	Health & Safety	Excellent understanding of Health and Safety	✓				
	Child Protection	Understand and comply with Child Protection procedures	✓				
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality and GDPR	✓				
	CPD	Demonstrate a clear commitment to develop and learn in the role	✓				
		Able to effectively evaluate own performance	✓				