



St. Peter's Church of England Primary School

School Business Manager Person Specification

Key: To be identified by: application form (AF), interview (I), task (T),

Requirements based on the Job Description	Essential or Desirable	A, F, I, T
Qualification - Certificate of school business management or equivalent business qualification	E	AF, I
Qualification – Diploma of school business management or equivalent business qualification	D	AF, I
Relevant experience in finance/management	E	AF, I, T
Experience of working at a senior level in a school's financial management environment	D	AF, I
Practical experience of budgeting	E	AF, I, T
Experience of producing timely and accurate management accounts	E	AF, I
Experience of providing financial expertise and advice to budget holder	E	AF, I, T
Experience of using and developing computerised management financial information systems	E	AF, I
Experience of Sims finance 6	E	AF, I
Experience of bank account school status	D	AF, I
Experience of preparing business plans	D	AF, I
Experience of handling and determining budgets	E	AF, I, T
Experience and knowledge of standing order and financial regulations	D	AF, I
Experience of premises management	E	AF, I
Experience of service level agreements	E	AF, I
Experience of leasing agreements	E	AF, I

