

GSP BUSINESS MANAGER PERSON SPECIFICATION

KNOWLEDGE		
	ESSENTIAL	DESIRABLE
The financial knowledge and experience to ensure good financial management	✓	
A sound knowledge of the financial workings of budget management and accounting techniques	✓	
A sound knowledge of a range of computer applications including Excel, XERO accounting Software and online banking.	✓	
Demonstrable confidence with Windows 365/Office apps (Word, Powerpoint, Outlook)	✓	
Knowledge of legislation and procedures relevant to schools / the Education sector		✓
Knowledge of relevant risk assessment tools	✓	
Experience of preparing and presenting reports for stakeholders	✓	
Evidence of the ability to work to tight deadlines	✓	
High Standard of written and oral English	✓	
Hold relevant certification in bookkeeping / accounting / financial management		✓

EXPERIENCE		
	ESSENTIAL	DESIRABLE
Considerable financial management experience including budgetary control and account reconciliation	✓	
Experience of producing and submitting a variety of financial reports, including statutory returns	✓	
Experience of undertaking a range of administrative and technical duties, including data input and retrieval	✓	

SKILLS AND ABILITIES		
	ESSENTIAL	DESIRABLE
An ability to process financial operations and transactions accurately	✓	
Ability to analyse and interpret complex information and make recommendations	✓	
Ability to negotiate 'best value'	✓	
Ability to work independently demonstrating initiative and pro-activity	✓	
Ability to contribute to business planning	✓	
Systems management	✓	
Ability to develop and maintain efficient record keeping systems	✓	
Ability to problem-solve	✓	

Ability to line-manage other employees including responsibility for allocation of work		✓
Ability to communicate confidently with a wide range of audiences including Headteachers, SBMs, officers of the County Council and suppliers.	✓	
Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	✓	
Ability to show sensitivity and objectivity in dealing with confidential issues	✓	
Fluency in written and oral English	✓	
Excellent organisational skills	✓	
Ability to work with a wide range of people	✓	
Presentation skills – confident to present to groups of up to 50 people	✓	
Reporting skills – able to report back to Strategy Group and Partnership Board and make recommendations	✓	

PERSONAL QUALITIES		
	ESSENTIAL	DESIRABLE
An ability to think and work strategically and with vision	✓	
An ability to analyse problems and implement solutions	✓	
The ability to make sound decisions	✓	
The ability to deal efficiently and sensitively with a wide range of people	✓	
Excellent organisational skills	✓	
Total support for the ethos of the Partnership	✓	