



# Pond Meadow Academy Trust

LARCH AVENUE, BELLFIELDS, GUILDFORD, SURREY, GU1 1DR

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## Person Specification for the role of School Business and Finance Manager

Criteria	Essential or Desirable
<b>Skills/Professional Qualities</b> <ul style="list-style-type: none"> <li>❖ Excellent financial skills</li> <li>❖ Excellent ICT skills</li> <li>❖ Excellent interpersonal and communication skills</li> <li>❖ Excellent school management and organisational skills</li> <li>❖ Able to deliver value for money initiatives</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>Management/Personal Qualities</b> <ul style="list-style-type: none"> <li>❖ Ability to lead a team and support others to manage workload</li> <li>❖ Ability to work as a member of the school leadership team</li> <li>❖ Ability to solve problems, make sound judgements and take decisions</li> <li>❖ Ability to work under pressure and meet deadlines</li> <li>❖ Reliability, integrity and discretion</li> <li>❖ Willingness to constructively challenge the work of self and others to continually improve own and team performance</li> <li>❖ Work with initiative and creativity</li> <li>❖ Managing at a senior management team level</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
<b>Experience</b> <ul style="list-style-type: none"> <li>❖ Management of financial strategy, budgeting and accounting</li> <li>❖ Managing financial reporting, procurement and fixed assets</li> <li>❖ Management of large-scale capital building or change projects</li> <li>❖ Property management</li> <li>❖ Management of HR and development of staff</li> <li>❖ Contract negotiation</li> <li>❖ Management of support services (catering, cleaning etc)</li> <li>❖ Knowledge of health and safety management, risk assessments</li> <li>❖ Fund raising and making bids</li> <li>❖ School Governance</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<b>Education and Training</b> <ul style="list-style-type: none"> <li>❖ Recognised management / business degree or equivalent related professional qualification</li> <li>❖ Financial qualification / MBA/ DSBM</li> <li>❖ Evidence of continuing professional development</li> <li>❖ Working background in business or administration</li> <li>❖ Experience of working in an educational environment</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>

