

Dulwich Hamlet Educational Trust
School Business Manager and Head of Finance



Person Specification

Education and Qualifications	Expected or Desirable
Degree or equivalent Maths GCSE or equivalent C and above Accountancy qualifications Level 4 Diploma in School Business Management (formerly CSBM) } Level 5 Diploma in School Business Management (formerly DSBM) } Level 6 Diploma in School Business Management (formerly ADSBM)	E E D
Experience/Knowledge	
Experience of having worked in a role with financial responsibilities (ideally in a school or education environment). Has an understanding of Education funding streams and cost drivers Understands the importance of accurate financial information in informing business decisions Experience of budget management (setting budgets and monitoring against them) Experience of financial management systems / packages Understands the importance of financial controls and governance Evidence of achieving value for money in purchasing and procurement Experience of developing long-term financial plans Knowledge of HCSS Accounting and Budgeting package Experience of managing procurement contracts / Service Level Agreements Experience of producing annual financial statements for Companies House	E E E E E E E D D D D

Understanding of core elements of the financial accounts and principles of double-entry book keeping	D
Skills	Essential
<p>Highly IT literate, and confident with MS Office (Excel, Word, Office 365)</p> <p>Confident in analysing and interpreting financial data / running reports</p> <p>Ability to lead, manage and motivate staff</p> <p>Ability to work collaboratively with a range of colleagues</p> <p>Strong communication skills, both orally and in writing, and across different stakeholder groups (DfE, Governors, SLT, Trustees, employees, parents)</p> <p>Evidence of good judgement in decision making</p> <p>Ability to plan, monitor, evaluate, review, be accountable and lead by example</p> <p>Ability to work well under pressure, prioritise, meet deadlines and deliver against tasks</p> <p>Ability to interpret government legislation relevant to the school</p> <p>Good budgetary management skills</p> <p>Commitment to equal opportunities, and safeguarding</p>	
Personal Qualities	Essential
<p>Demonstrates professional integrity, honesty and good judgement</p> <p>Evidences commitment to CPD for self and others. Seeks feedback and acts upon it.</p> <p>Approachable and friendly</p> <p>Highly organised, with an eye for detail</p> <p>Strategic and creative thinker and problem solver</p> <p>Solution-focussed and resilient</p> <p>Able to respond flexibly and adapt to changing and challenging circumstances</p> <p>Ability to build, maintain effective relationships with parents, carers, partners and the community that enhance the education of children</p> <p>Strong influencing skills</p> <p>Very good attendance and punctuality record</p> <p>Willingness to be flexible in working hours when required, and to attend occasional meetings out of normal working hours (for example evening Audit Committee / LGB meetings)</p>	