



**The John Fisher School**  
**PERSON SPECIFICATION**  
**SCHOOL BUSINESS MANAGER**

*The following are all considered essential*

**1. QUALIFICATIONS & KNOWLEDGE**

- English and Mathematics GCSE equivalent at Grade C or above
- A formal qualification in financial management
- Knowledge of the financial workings of a school
- Knowledge of budget management and accounting
- Knowledge of a range of computer applications including FMS and SIMS or similar systems
- Knowledge of Schools Financial Value Standard

**2. EXPERIENCE**

- Considerable experience of budget monitoring and account reconciliation
- Experience of producing a variety of financial reports

**3. SKILLS / ABILITIES**

- Ability to work independently demonstrating initiative and proactively
- Ability to develop and maintain efficient record keeping systems
- Ability to analyse and interpret complex information and make recommendations
- Ability to problem solve
- Ability to word process a range of documents with speed and accuracy
- Ability to communicate with a range of audiences including colleagues, governors, officers of the Local Authority and suppliers
- Ability to identify work priorities and meet deadlines whilst ensuring that lower priority work is kept up to date
- Ability to show sensitivity and objectivity in dealing with confidential issues
- Ability to self-evaluate learning needs and actively seek learning opportunities

**4. PERSONAL QUALITIES**

- A willingness to support the Christian ethos of our school
- Committed to meeting the needs of pupils, parents and the school
- Flexible, positive and constructive
- Team player
- Committed to own professional development
- The flexibility to work additional hours or flexible hours including after school meetings