**BUSINESS MANAGER - PERSON SPECIFICATION**

A = Application I = Interview R = Reference

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| **Criteria** | **Essential** | **Desirable** | **Assessed By** |
| Qualifications and Training | * Possession of, or near completion, of a professional finance qualification.
 | * Possession of a Business Management qualification.
 | A |
| Experience | * Evidence of significant prior financial management and reporting.
* Sound and successful experience of setting and managing budgets.
* Demonstrable skills in presenting timely and accurate financial management information to inform strategic planning.
* Strong understanding of the importance of how to implement robust financial practices.
* Experience of managing staff
 | * Experience of working in financial management in a church or voluntary sector organisation.
* Previous experience of working effectively at senior management team level.
* Demonstrable experience of improving financial management systems in an evolving organisation.
 | A.I. R.  |
| Skills and KnowledgeSkills and Knowledge cont... | * Strong communicator and able to communicate complex financial information concisely and effectively to financial and non-financial people.
* Excellent written communication skills in both report writing and emails.
* Proven analytical skills with the ability to analyse financial data, an eye for detail and provide balanced and sound financial advice.
* Ability to work as an effective team member with sensitivity and tact, recognising and encouraging the gifts and skills of other people.
* Proven negotiating skills.
* Working knowledge of relevant policies, legislation, codes of practice.
* Strong time manager and ability to prioritise tasks effectively.
* Proven problem solving skills and use of own initiative.
 | * Working knowledge of Expense Plus accounting package or similar.
* Knowledge of the workings of the Church of England in governance and finance.
 | A.I. R. |
| Aptitude | * Ability to build strong and productive relationships with colleagues.
* Ability to work in a changing and evolving environment.
* A high degree of reliability and confidentiality.
* Honesty and Integrity
* Approachable
* Understands the importance of seeking advice from other professionals.
* Be sympathetic to and supportive of the Christian missional, pastoral and discipleship aims of the parish.
 | * Understanding of ‘giving’ in light of Christian service
 | A.I. R. |