**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 Knowledge  Skills 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. |