# Director of Finance: PERSON SPECIFICATION May 2022

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| Essential | Desirable | Evidence |
| Qualifications and experience:* Recognised management/business degree or professional qualification/s and/or significant experience in field.
* Evidence of finance, business or administrative management experience to support the day to day operation of an establishment/company within financial constraints.
* Evidence of being an effective member of an establishment/company’s leadership team.
* Experience of managing strategic financial plans and influencing decision making.
* Experience of managing budgets, generating income/sponsorship opportunities, procurement and fixed assets.
* Experience of managing change and implementing new systems/ procedures/controls.
* Evidence of effective leadership and line-management of staff including a team.
 | Qualifications and experience:* Recognised accounting qualification.
* School Finance and business qualification
* Experience of managing within a school or similar establishment.
* To have experience and understanding of the working of a governing body, and company and charity law, regulations and reporting requirements.
* Member of the Institute of School Business Leadership or other finance professional body.
 | Application formLetter of applicationReferencesInterviewsCertificate/s (to be available at interview) |
| Knowledge and skills:* Ability to build and form good relationships with trustees, colleagues and other professionals.
* Able to lead, develop and motivate a team of staff, delegating duties as required.
* Ability to work constructively as part of a team, understanding academy roles and responsibilities including own.
* Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.
* Ability to proficiently use office computer and finance software including word-processing, spread sheet, database/s and internet systems.

Ability and knowledge to produce budgetary estimates, reports, cash flow and financial and statistical summaries, ideally combined with operational experience.* Good working knowledge of principles and methods of financial control and reporting, and their adaptation to various purposes, including the preparation of financial accounts.
* Working knowledge of law with regard to contracts, freedom of information act, copyright and data protection.
 | Knowledge and skills:* Knowledge and understanding of EFSA financial requirements.
* Knowledge of company and charity legislation, regulations and reporting requirements.
* Knowledge and understanding of educational enterprise issues.
* Experience of working with young people in an educational environment
* An understanding of safeguarding and child protection
 | Application formLetter of applicationReferencesInterviews |
| Personal qualities:* Excellent interpersonal and influencing skills with ability to maintain strict confidentiality.
* A diplomatic and patient approach.
* Initiative and ability to prioritise one’s own work and that of others to meet deadlines when under pressure.
* Able to follow direction and work in collaboration with leadership team.
* Able to constructively challenge self and others to continually improve own and team performance.
* Able to work flexibly, adopt a ‘hands on’ approach, and respond to unplanned situations.
* Ability to evaluate own development needs and those of others and to address them.
* A willingness to seek specialist advice and awareness of where to seek it.
* Able to attend evening meetings if required.
* Efficient and meticulous in organisation.
* Commitment to the academy’s ethos, aims and its whole community.
 | * Is a practising Catholic/ Christian
* Has experience of working within a faith environment
 | Application formLetter of applicationReferencesInterviews |