# 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 form  Letter of application  References  Interviews  Certificate/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 form  Letter of application  References  Interviews |
| 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 form  Letter of application  References  Interviews |