



## CHIEF FINANCIAL OFFICER & PROCUREMENT MANAGEMENT PERSON SPECIFICATION

Attribute	Essential	Desirable	How identified
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Educated to degree level or equivalent with a recognised accountancy qualification (e.g. ACA, ACCA, CIMA, CIPFA)</li> </ul>	<ul style="list-style-type: none"> <li>▪ A working knowledge of charity and/or company accounting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application</li> <li>▪ References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>▪ Strong technical financial and management accounting skills.</li> <li>▪ Experience of contract management and procurement (desirably within the public sector or education).</li> <li>▪ Entrepreneurialism and innovation, with an ability to identify commercial opportunities to maximise income.</li> <li>▪ A good knowledge of the funding, regulatory and legislative environment of academy trusts, and in particular, the Academies Financial Handbook.</li> <li>▪ Ability to prioritise in a fast - paced environment, dealing with a variety of challenges.</li> <li>▪ Ability to work under own initiative.</li> <li>▪ Ability to lead a team to successful outcomes.</li> <li>▪ Ability to work to strict deadlines.</li> <li>▪ Expertise in budget planning and monitoring.</li> <li>▪ Experienced in end of year closedown and final accounts preparation.</li> <li>▪ Computer skills including system administration knowledge of computer based accounting systems.</li> <li>▪ Extensive knowledge of Microsoft Excel and Word.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of work in an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application</li> <li>▪ References</li> <li>▪ Interview</li> </ul>

<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>▪ Demonstrate a track record of successful financial leadership and building effective teams.</li> <li>▪ Experience of financial reporting and management skills working with stakeholders to develop strong financial understanding and empathy across the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience working in an education setting</li> </ul> <p>Experience of presenting at Governor/Board level.</p>	<ul style="list-style-type: none"> <li>▪ Application</li> <li>▪ References</li> <li>▪ Interview</li> </ul>
<p><b>Continuous Professional Development</b></p>	<ul style="list-style-type: none"> <li>▪ Commitment to ongoing professional development and staying abreast with developments in the field.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Application</li> </ul>
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>▪ Excellent analytical skills and sound judgement.</li> <li>▪ Excellent oral and written communication skills.</li> <li>▪ Excellent numeracy skills and attention to detail.</li> <li>▪ High ethical standards and influencing skills with the ability to engage effectively with all staff across the school.</li> <li>▪ Ability to multi-task, work under pressure and organise the work of self and others in order to meet deadlines.</li> <li>▪ Ability to work as part of a team or on own initiative.</li> <li>▪ Strong strategic planning abilities.</li> <li>▪ Understanding of the principles of confidentiality and the ability to handle sensitive data appropriately.</li> <li>▪ Hardworking</li> <li>▪ Attention to detail</li> <li>▪ Approachable and empathetic</li> </ul>		<ul style="list-style-type: none"> <li>▪ Application</li> <li>▪ References</li> <li>▪ Interview</li> </ul>