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| **Director of Finance and Operations - Person Specification** | | | | |
| **ATTRIBUTES** | **DETAILS** | **ESSENTIAL** | **DESIRABLE** | **HOW EVIDENCED** |
| **QUALIFICATIONS** | * Appropriate business qualifications |  | **✓** | **C / A** |
| * Educated to Degree level or equivalent |  | **✓** | **C / A** |
| * An accountancy qualification |  | **✓** | **C / A** |
| * Knowledge of school policy and practice | **✓** |  | **A / I** |
| * An understanding of strategic leadership in schools |  | **✓** | **A / I** |
| * Knowledge of marketing strategies |  | **✓** | **I** |
| * Knowledge of technical accounting practices | **✓** |  | **I** |
| * Ability to interpret complex financial data | **✓** |  | **I / R** |
| * Excellent IT skills, particularly in spread sheets | **✓** |  | **I / R** |
| * Ability to draft and edit documents | **✓** |  | **I** |
| * Ability to make presentations to Governors and SLT | **✓** |  | **I** |
| * Ability to use education management software |  | **✓** | **A** |
| * An understanding of human resources processes | **✓** |  | **A / I** |
| * Knowledge of relevant employment, H&S and company law | **✓** |  | **A / I** |
| **EXPERIENCE** | * Substantial experience in financial management | **✓** |  | **A / I / R** |
| * Experience of leading the finances within a MAT |  | **✓** | **A / I / R** |
| * Working within an academy setting |  | **✓** | **A / I / R** |
| * Experience of working within a complex business set up | **✓** |  | **A / I / R** |
| * Experience of managing a range staff effectively | **✓** |  | **A / I / R** |
| * Experience of procuring and monitoring quality services | **✓** |  | **A / I / R** |
| * Experience of completing bids for external funding |  | **✓** | **A / I / R** |
| * Ability to write strategic business plans |  | **✓** | **A / I** |
| * Ability to develop strategic budgets | **✓** |  | **A / I** |
| * Experience of working with the DfE, EFA and other agencies |  | **✓** | **A / I / R** |
| * Experience of managing in-house services e.g., Catering |  | **✓** | **A / I / R** |
| * Experience of managing transactional HR processes and procedures and dealing with both formal/informal employee relation issues |  | **✓** | **A / I / R** |
| * Able to deliver services and systems applicable for effective school management including payroll | **✓** |  | **A / I** |
| * Able to deliver value for money initiatives | **✓** |  | **A / I** |
| * Able to understand national and regional educational services and deliver appropriate strategies | **✓** |  | **A / I** |
| * Able to lead teams and individuals | **✓** |  | **A / I** |
| * Strong interpersonal, communication and team working skills – able to get the best from people | **✓** |  | **A / I / R** |
| * Able to strategically influence decision making within the school | **✓** |  | **A / I** |
| * Able to use a range of ICT packages | **✓** |  | **A / I / C** |
| * Experience with income generation strategies |  | **✓** | **A / I / R** |
| * Understanding of promoting positive relationships with the wider school community |  | **✓** | **A / I** |
| **PERSONAL QUALITIES** | * Ability to work under own initiative with sound personal, administration and time management skills | **✓** |  | **A / I** |
| * Considerable integrity and professionalism | **✓** |  | **A / I** |
| * Be flexible and open to change, enjoy working at a fast pace whilst maintaining professionalism and accuracy | **✓** |  | **A / I** |
| * A dynamic team leader who has the ability to bring out the best in other people to achieve business outcomes | **✓** |  | **A / I / R** |
| * Ability to make and justify difficult decisions | **✓** |  | **A / I / R** |
| **BEHAVIOUR AND OTHER RELATED CHARACTERISTICS** | * Commitment to self and team development | **✓** |  | **A** |
| * Work in ways that promote equality of opportunity, participation, diversity and responsibility | **✓** |  | **A / I** |
| * A commitment to abide by and promote the Schools Equality, Health & Safety and Child Protection Policies | **✓** |  | **A / R** |