**PERSON SPECIFICATION**

**Post: Head of Finance**

**Responsible to: Chief Financial Officer**

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| **E: Essential** | **D: Desirable** |

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| **Criteria** | **E** | **D** | **Method of Assessment** |
| **Qualifications**  |
| Fully qualified accountant (ACCA, ACA, CIMA, CIPFA) |  |  | Certificate |
| Evidence of continuous learning and CPD  |  |  | Application Form/Interview |
| Membership of a professional accounting body  |  |  | Membership No. |
| **Experience** |
| Experience of financial management within the education sector |  |  |  |
| Experience of using Access Education Finance and Budgeting |  |  | Application Form/Interview |
| Experience of financial management |  |  | Application Form/Interview |
| Experience of preparing monthly management accounts |  |  | Application Form/Interview |
| Experience of evaluating and reporting data |  |  | Application Form/Interview/References |
| Experience of working with a range of people at different levels internally and externally |   |  | Interview |
| Experience of working to tight deadlines and targets |  |  | Application Form/Interview |
| **Skills/Abilities** |
| Strong organisational skills with a meticulous eye for detail and the ability to prioritise |  |  | Application Form/Interview |
| Effective oral communication and presentation skills |  |  | Application Form/Interview |
| Effective written communication skills |  |  | Application Form/Interview |
| Good organisational and time management skills |  |  | Application Form/Interview |
| Excellent administrative skills |  |  | Application Form/Interview |
| Good personal IT skills particularly Excel |  |  | Application Form/Interview |
| Strong analytical and problem-solving skills |  |  | Application Form/Interview |
| Able to work without supervision |  |  | Application Form/Interview |
| Self-motivated with the ability to show initiative and creativity |  |  | Application Form/Interview |
| Ability to work supportively and cooperatively with colleagues in a team environment |  |  | Application Form/Interview |
| **Training** |
| Commitment to own learning and development | 1. 
 |  | Application Form/Interview |
| **Other** |
| Commitment to educational values |  |  | Application Form/Interview |
| Commitment to the provision of a high-quality financial service |  |  | Application Form/Interview |
| High level of personal integrity and confidentiality |  |  | Application Form/Interview |
| Ability to work effectively as a team member |  |  | Application Form/Interview |
| Ability to work flexibly to meet changing needs |  |  | Application Form/Interview |
| Full driving license and own transport to travel between sites |  |  | Application Form/Interview |
| Demonstrate a clear understanding of equal opportunities and diversity issues |  |  | Application Form/Interview/ References |
| Demonstrate a genuine commitment to the highest standards of customer care in an education environment |  |  | Application Form/Interview |

September 2021