**FINANCE AND PREMISES DIRECTOR**

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes** |  | **Essential** | **Desirable** |
| Education &Qualifications | * Professional qualification accountancy (at graduate level) ACA, CIMA, CIPFA, ACCA or equivalent.
 | ✓ |  |
|  | * Evidence of commitment to continuing professional development.
 | ✓ |  |
| Experience | * Significant experience of leading the strategic financial planning for a school, academy or other organisation.
 |  | ✓ |
|  | * Experience of strategic business planning and the development of business opportunities.
 |  | ✓ |
|  | * Evidence of successful management and leadership of a diverse team or teams.
 | ✓ |  |
|  | * Experience of working with a senior leadership team.
 | ✓ |  |
|  | * Experience of working with school governors, sponsors, trustees or a board of directors.
 |  | ✓ |
|  | * Experience of working with a range of external partners to achieve organisational aims.
 | ✓ |  |
|  | * Successful track record of managing complex projects from inception to completion.
 |  | ✓ |
|  | * Experience of using SIMS and other financial systems.
 |  | ✓ |
|  | * Experience of facilities management in schools.
 |  | ✓ |
|  | * Experience of preparing funding bids for building projects.
 |  | ✓ |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Knowledge &Skills | * Understanding of Company and Charity Law.
 | ✓ |  |
|  | * Understanding of health, safety and security issues in schools.
 | ✓ |  |
|  | * Proven ability to work strategically and to seek and implement creative solutions.
 | ✓ |  |
|  | * Strong skills in financial analysis and risk management.
 | ✓ |  |
|  | * Excellent leadership skills and the ability to inspire and challenge colleagues, peers and teams.
 | ✓ |  |
|  | * Proven ability to manage the performance of a diverse range of staff.
 | ✓ |  |
|  | * Excellent literacy, numeracy and IT skills.
 | ✓ |  |
|  | * Highly effective administrative and organisational skills.
 | ✓ |  |
|  | * Proven ability to source and secure additional funding.
 | ✓ |  |
| PersonalAttributes | * Resilience, the ability to work under pressure and be able to meet deadlines.
 | ✓ |  |
|  | * Proven ability to think both strategically and creatively and to prioritise.
 | ✓ |  |
|  | * An entrepreneurial perspective.
 | ✓ |  |
|  | * Excellent communication skills (including written, oral and presentation skills).
 | ✓ |  |
|  | * Excellent interpersonal skills.
 | ✓ |  |
|  | * A commitment to safeguarding and promoting the welfare of children and young people.
 | ✓ |  |
|  |  |  |  |
|  |  |  |  |
|  | * A commitment to the Academy Trust's vision, values, aims and its objectives.
 | ✓ |  |
| Suitability to work with children | * Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'. Appropriate and relevant references will be checked.
 | ✓ |  |
|  | * Candidates must demonstrate an understanding and acknowledgement of the individual’s responsibility for promoting and safeguarding the welfare of children and young people.
 | ✓ |  |
| EqualOpportunities | * Candidates must demonstrate awareness/understanding of equal opportunities.
 | ✓ |  |