**FINANCE AND PREMISES DIRECTOR**

**PERSON SPECIFICATION**

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| **Attributes** |  | **Essential** | **Desirable** |
| Education &  Qualifications | * Professional qualification accountancy (at graduate level) ACA, CIMA, CIPFA, ACCA or equivalent. |  | ✓ |
|  | * Relevant business / finance / accountancy qualification. | ✓ |  |
|  | * 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. |  | ✓ |

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| 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. | ✓ |  |
| Personal  Attributes | * 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. | ✓ |  |
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|  | * 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. | ✓ |  |
| Equal  Opportunities | * Candidates must demonstrate awareness/understanding of equal opportunities. | ✓ |  |