

PERSON SPECIFICATION

Director of Finance – Advantage Schools



Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A recognised professional accountancy qualification 	
Professional Development	<ul style="list-style-type: none"> Evidence of continuing professional development Willingness to continuously update skills and knowledge 	
Experience	<ul style="list-style-type: none"> Management of significant budgets, financial reporting, financial systems and cash flow Strategic budget preparation Successful management of teams Experience of the management of staff and their development and deployment Communicating complex financial information to a lay audience Experience of strategic planning and evaluation to bring about improved services Management and negotiation of procurement and contracts Experience of income generation Proven ability to learn about new sectors and apply relevant knowledge to achieve results 	<ul style="list-style-type: none"> Managing at a Senior Management level Strategic Finance function lead An understanding of strategic leadership in schools Knowledge of the Academies Financial Handbook and ESFA requirements for school finance Knowledge of academy financial returns Preparation of consolidated SORP accounts Knowledge of the Companies Act
Skills and Abilities	<ul style="list-style-type: none"> Able to make presentations to the Board and relevant Committees Able to lead and function well as part of a team Ability to promote high standards and to motivate and lead others Ability to work under pressure and to meet deadlines Ability to self-manage and work independently Excellent communication and interpersonal skills Ability to build relationships of trust, confidentiality and discretion Very good negotiation skills 	

	<ul style="list-style-type: none"> • A good role model, capable of raising and maintaining standards amongst staff • Ability to innovate and introduce change and establish new systems of working • Ability to empathise with staff and students • Ability to use a range of ICT packages • Commercial awareness and ability to achieve value for money 	
Personal Qualities	<ul style="list-style-type: none"> • Committed to the best educational outcomes for Advantage Schools pupils • Confident at providing challenge and counsel in the face of a rapidly changing environment • Approachable and able to get the best out of people • An enthusiastic and positive outlook, with high levels of energy and drive • Receptive to new ideas as well as to be able to generate them • Commitment to and belief in the equal value of all students • A 'can-do' attitude • Ability to plan own and team work load and be aware of other colleagues priorities • Ability to attend evening meetings as required • Emotional resilience and a flexible approach accommodating changing priorities and working patterns • Ability to work in line with Advantage Schools values of <ul style="list-style-type: none"> - Aspiration - Respect - Honesty 	<ul style="list-style-type: none"> • Evidence of understanding strategic changes in a school context
Safeguarding children	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with young people and staff • Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns 	