**FINANCIAL CONTROLLER – PERSON SPECIFICATION**

The successful candidate will meet the following person specification and the listed criteria will form the basis of the selection process. Applicants should address all elements and indicate experience and where appropriate cite supporting examples.

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| **Attributes** | **Essential** | **Desirable** |
| Knowledge and experience | Finance degree, CCAB, CIMA or equivalent qualification  Successful experience of working in a school or Academy finance role, or in a similar position working alongside schools eg qualified accountant  Successful experience of managing large and complex budgets  Successful experience of producing and presenting complex management accounts  Knowledge of Academy financial rules and regulations,  Knowledge of Charites SORP, PAYE and VAT Regulations | Engagement with wider educational partnerships  Experience of successful bid writing or fundraising  Evidence of relevant Continuing Professional Development |
| Skills and Abilities | Excellent financial management and financial planning skills  Ability to introduce and maintain effective and robust financial systems  Outstanding communication skills; ability to communicate effectively at CEO, Chair of Board, Headteacher, and Governor level and to liaise effectively with internal and external auditors, as well as Government agencies  Ability to analyse financial issues and to interpret complex information and offer sound, reliable and professional advice  Strong IT skills  Commercial awareness and ability to achieve value for money  Ability to work effectively under pressure, managing conflicting priorities and to meet challenging deadlines  Ability to work independently to tackle problems creatively and to think laterally  Self-motivated with the ability to motivate and challenge colleagues, peers and teams | Ability to interrogate school performance data and finances and identify next steps for progress  Effective negotiation skills  Knowledge of using educational finance packages  Receptive to new ideas and able to generate them |
| Personal qualities | Commitment to working in an educational setting  Successful record of establishing and maintaining excellent internal and external working relationships  Positive, enthusiastic outlook with energy, drive, enthusiasm and determination to succeed  Ability to attend evening meetings as required  Ability to work across multiple sites  Flexible with the willingness to support colleagues at pressure points  Resilient |  |