

Person Specification: Finance Director

Qualifications	Essential	Desirable	Evidenced by
Educated to degree level or equivalent	X		Application
Qualified accountant (ACA/ACCA/CIMA/CIPFA)	X		Application
Experience	Essential	Desirable	Evidenced by
Proven track record in a comparable role such as in an academy/MAT/college	X		Application/Interview
At least 2 years in the education sector operating at a senior level	X		Application/Interview
Able to demonstrate previous relevant experience in estates management	X		Application/Interview
Proven track record in successful contract management	X		Application/Interview
Proven track record in gaining best value money procurement	X		Application/Interview
Proven track record in long term strategic planning	X		Application/Interview
Knowledge and Skills	Essential	Desirable	Evidenced by
Able to demonstrate strong financial skills in budget preparation, monitoring and reporting	X		Application/Interview/ Task
Able to demonstrate the ability to prepare statutory accounts			Application/Interview/ Task
Ability to work under pressure & meet deadlines	X		Application/Interview/ Task
Sound understanding of Health & Safety legislation and best practice	X		Application/Interview
Strong analytical and problem solving skills	X		Application/Interview/ Task
Comprehensive IT skills including MS Excel	X		Application/Interview/ Task
Excellent literacy and numeracy skills	X		Application/Interview/ Task
Strong negotiation skills	X		Application/Interview
Able to demonstrate knowledge of accounting and compliance arrangements for academies		X	Application/Interview
Able to demonstrate knowledge of accounting for charities		X	
Personal Attributes	Essential	Desirable	Evidenced by
Ability to drive the performance of others	X		Application/Interview
Team player with excellent communication skills	X		Application/Interview
Self-motivated and driven	X		Application/Interview
Fully committed to promoting & safeguarding welfare of children & young people	X		Application/Interview