



Cambridge Primary Education Trust (CPET) is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This appointment is subject to an Enhanced DBS check and references.

Role: Chief Financial Officer		Closing Date: 24/04/2020	
Name of Applicant:		Date:	
Name(s) of persons shortlisting:			
CRITERIA	PERSON SPECIFICATION	Essential	Desirable
Work experience	Strong track record of successful financial leadership at a senior level	✓	
	Experience of a senior level finance role within the education sector		✓
	Experience of leading finance in a multi-site operation		✓
	Demonstrable success of setting and delivering the financial strategy	✓	
	Experience of developing financial reporting arrangements	✓	
	Experience of working with senior stakeholders to develop strong financial understanding		✓
Knowledge and understanding	Knowledge of accounting standards within the sector	✓	
	Knowledge of funding, regulatory and the legislative environment of academies and Multi Academy Trusts	✓	
	Strong commercial awareness		✓
Educational qualifications	Qualified to a degree level (or equivalent) standard		✓
	A recognised qualification in accountancy		✓
	A record of continuous professional development activities	✓	
Skills and abilities	Able to engage and communicate effectively with a range of stakeholders, modifying style as appropriate to the audience.	✓	
	Skilled in strategic planning to deliver organisational goals	✓	

	Able to lead, develop and motivate direct and indirect reports	✓	
	Able to explain complex financial information to non-finance professionals	✓	
	Able to deliver outcomes within set timescales	✓	
	Skilled in the use of ICT financial software packages	✓	
Personal qualities	Ability to build strong relationships with personnel in schools	✓	
	The ability to lead and work well with a team of staff	✓	
	Strong organisational and time management skills	✓	
	Excellent analytical skills	✓	
	Sound judgement and decision making	✓	
	Act as an ambassador for the organisation at all times	✓	
	A commitment to personal development	✓	
	Flexibility with a willingness to work outside of the timetabled day, where necessary	✓	
	A commitment to uphold and promote equality of opportunity	✓	
Demonstrates an understanding of safeguarding issues relevant to the post	✓		

Name of applicant:

Interview: YES/NO

If no, please give reason:

Signature:

Date: