



# Coppice

## Primary Partnership

Growing Together, Striving for Excellence.

### Person Specification – CFOO

Qualifications and Professional Experience	Essential	Desirable
A relevant accounting qualification (e.g., ACA, ACCA, CIMA or equivalent) is essential.	✓	
Proven track record in a finance role within the education sector or a multi academy trust environment.	✓	
Experience in preparing annual budgets, multi-year financial plans, cash flow management and the consolidation of management accounts.	✓	
Experience in managing and developing robust financial controls and ensuring compliance with statutory obligations (e.g., Academy Trust Handbook, funding agreements).	✓	
Experience in managing internal and external audit processes.	✓	
Strategic and Operational Leadership	Essential	Desirable
Ability to provide clear, concise advice and recommendations on financial and operational matters to a diverse audience including senior leaders and trustees.	✓	
Experience in line managing and developing staff in appropriate functions and fostering a culture of continuous improvement.	✓	
Capable of representing an organisation at external networks, maintaining strong relationships and engaging with the local community.		✓

#### Coppice Primary Partnership

**A:** Loose Primary School, Loose Road, Maidstone. ME15 9UW

**T:** 01622 743549

**E:** office@coppicepp.org

**W:** www.coppiceprimarypartnership.kent.sch.uk

Technical and Operational Expertise	Essential	Desirable
Experience in developing, implementing, and monitoring financial systems, internal controls, and procurement processes to mitigate risks and ensure transparency.	✓	
Experience in overseeing any key operational areas such as estates and facilities management, or HR functions including payroll, or IT strategy and infrastructure, or health and safety policy and practice.	✓	
Experience in identifying and securing additional funding sources and managing capital projects.		✓
Experience of managing funding bids and securing external financial support.		✓
Communication and Interpersonal Skills	Essential	Desirable
Excellent verbal and written communication skills	✓	
Negotiation and relationship-building skills, enabling effective collaboration with internal teams, senior management, and external stakeholders	✓	
Experience in marketing or promoting the organisation to raise its profile within both the local community and external organisation.		✓
Personal Attributes and Commitment	Essential	Desirable
A forward-thinking approach with a commitment to driving efficiency, cost-effectiveness, and quality improvements across the Trust.	✓	
An understanding of the Trust Values with personal integrity and a strong commitment to safeguarding and promoting the welfare of children.	✓	
Resilience and flexibility to adapt to the dynamic educational landscape	✓	