**Person Specification - Finance Lead**

**It is expected that the successful candidate will satisfy the following specification:**

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| **Specification** | **Essential** | **Desirable** |
| Qualifications | • Appropriate financial qualification(s) and / or significant experience in this sector.• Sound general education sufficient to meet the operational and intellectual requirements of the post.* GCSE Level for English and Maths.
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| Experience | * Evidence of finance, business and administrative management experience to support the day-to-day operation of a multi-site trust.
* Evidence of the ability to provide the trust with a high degree of financial knowledge relating to process and compliance.
* Experience of managing change and implementing new systems / procedures / controls.
* Working knowledge of financial software / systems.
* Knowledge of managing organisational payroll systems.
* The ability to work at both strategic and operational levels.
* Conversant and up-to-date with general financial regulations.
* Ability to prepare and present highly accurate financial reports combined with operational experience.
* Experience in setting and monitoring school budgets.
* Knowledge of the implications of VAT.
* Sound working knowledge and understanding of methods of ordering, contracts, purchasing, value for money and best value.
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| Leadership and Management | * Successful evidence of leading whole school finance initiatives and implementing agreed outcomes.
* Successful evidence of leading collaborative activities with other areas of an organisation.
* Demonstration of a strong drive to secure sustainable improvements, plus the skills to turn high aspirations into realities.
* Ability to deal with real and sometimes difficult issues in a confident, fair and consistent way.
* Ability to keep abreast of developments and changes in associated legislation and guidance and communicate information to colleagues as appropriate.
* Being a role model with regard to conduct, living the school and trust values.
* commitment and determination to succeed.
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| Knowledge and application | * Knowledge and application of finance improvement strategies and understanding the relationship between strategic and operational planning to improve pupil provision and outcomes.
* Knowledge and application of managing budgets and successful short and long term financial planning.
* Knowledge and application of ICT network systems and processes.
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| Professional development | * Ability to evaluate own development needs, those of other members of the finance team and address them through the performance management scheme.
* Evidence of continuing professional development.
* Proactive and self-motivated.

Planning and organisational skills to meet deadlines. | Recent Financial management related CDP |
| Skills | * Excellent interpersonal skills with the ability to maintain strict confidentiality.
* A diplomatic and patient approach.
* Initiative and ability to prioritise own work load and that of the department in order to meet deadlines.
* Able to follow direction and work in collaboration with a variety of Senior Leadership Teams.
* Able to work flexibly, adopt a ‘hands on approach’ and respond to unplanned situations.
* Willingness to seek specialist advice and the awareness of who to contact.
* Efficient and meticulous in organisation.
* Influencing
* Coaching
* Negotiating skills.
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