**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. |  |
| 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. |  |
| 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. |  |
| 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. |  |
| 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. |  |