

PERSON SPECIFICATION – Chief Financial Officer

Qualifications	Essential	Desirable
Professional qualification in accountancy e.g. ACA, ACCA, CIMA, CIPFA	√	
Degree		√
Qualifications and/or experience in premises/IT/payroll management		√
Experience		
Experience of working in an Academy or Multi Academy Trust (MAT)	√	
At least five years' experience in financial or business management or experience of financial reporting within a regulatory or educational setting	√	
Experience of driving through organisational change		√
Experience of developing and operating effective administrative systems and procedures within regulatory guidelines	√	
Experience of completing bids and applications to raise extra funding		√
Keen interpersonal skills and proven experience of building and maintaining successful and effective business partnerships		√
Experience of trust-wide tendering procedure		√
Knowledge and understanding		
An understanding of, and commitment to, DET's vision and policies	√	
Good knowledge of effective IT administration systems and accounting software	√	
Knowledge of PSF		√
Good knowledge and experience of financial procedures and regulations in an Academy or MAT	√	
A clear understanding of the standards expected of a high quality, professional environment for learning		√
Sound knowledge of policy and practice regarding financial management	√	
Good knowledge of what constitutes 'Best Value' and the ability to translate this into all aspects of the attached Job Description	√	
Skills and abilities		
Ability to manage through others, motivating and managing a team by conducting regular meetings, setting performance targets, delegating tasks effectively and appropriately, and monitoring the quality of delivery and outcomes	√	
Ability to work productively in, at times, a pressured environment, whilst remaining calm and professional	√	
Ability to manage own workload and demonstrate strong organisational skills	√	
Ability to take a problem solving approach to work and tasks and to arrive at well thought through, valid and financially sound solutions	√	
Ability to be flexible and to respond to the unexpected in a calm and reassuring manner	√	
Advanced Microsoft Office skills, especially, Excel, Word and Powerpoint	√	
Excellent presentation, reporting and communication skills	√	
Professional approach with integrity, building strong working relationships with a diverse range of both internal and external stakeholders	√	
Ability to maintain strict confidentiality in all matters at all times	√	
Willingness to remain current on relevant policies and procedures in line with the duties identified in the Job Description and any further educational/Academy developments	√	
Additional		
To have the ability to understand issues affecting the academic success of pupils		√