**CHIEF FINANCIAL OFFICER & PROCUREMENT MANAGEMENT  
PERSON SPECIFICATION**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| **Education/Qualifications** | * Educated to degree level or equivalent with a recognised accountancy qualification (e.g. ACA, ACCA, CIMA, CIPFA) | * A working knowledge of charity and/or company accounting | * Application * References |
| **Knowledge and skills** | * Strong technical financial and management accounting skills. * Experience of contract management and procurement (desirably within the public sector or education). * Entrepreneurialism and innovation, with an ability to identify commercial opportunities to maximise income. * A good knowledge of the funding, regulatory and legislative environment of academy trusts, and in particular, the Academies Financial Handbook. * Ability to prioritise in a fast -paced environment, dealing with a variety of challenges. * Ability to work under own initiative. * Ability to lead a team to successful outcomes. * Ability to work to strict deadlines. * Expertise in budget planning and monitoring. * Experienced in end of year closedown and final accounts preparation. * Computer skills including system administration knowledge of computer based accounting systems. * Extensive knowledge of Microsoft Excel and Word. | * Experience of work in an educational setting | * Application * References * Interview |
| **Experience** | * Demonstrate a track record of successful financial leadership and building effective teams. * Experience of financial reporting and management skills working with stakeholders to develop strong financial understanding and empathy across the organisation. | * Experience working in an education setting   Experience of presenting at Governor/Board level. | * Application * References * Interview |
| **Continuous Professional Development** | * Commitment to ongoing professional development and staying abreast with developments in the field. |  | * Application |
| **Personal Qualities** | * Excellent analytical skills and sound judgement. * Excellent oral and written communication skills. * Excellent numeracy skills and attention to detail. * High ethical standards and influencing skills with the ability to engage effectively with all staff across the school. * Ability to multi-task, work under pressure and organise the work of self and others in order to meet deadlines. * Ability to work as part of a team or on own initiative. * Strong strategic planning abilities. * Understanding of the principles of confidentiality and the ability to handle sensitive data appropriately. * Hardworking * Attention to detail * Approachable and empathetic |  | * Application * References * Interview |