**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
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| **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
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| **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
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| **Continuous Professional Development** | * Commitment to ongoing professional development and staying abreast with developments in the field.
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| **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
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