

PERSON SPECIFICATION

Post: Business & Finance Director

Essential	Stage Identifier	Desirable	Stage Identifier
Qualifications and Knowledge			
<ul style="list-style-type: none"> • A recognised CCAB accountancy qualification • Knowledge of core business management functions at a strategic and operational level • Substantial knowledge and understanding of multi-year financial planning and budget management principles • Understanding of legislative and regulatory framework for academies and charitable companies 	AF,C	<ul style="list-style-type: none"> • Educated to degree level • School business management qualification e.g. Advanced Diploma in School Business Management, School Business Director or MSC School Business Management • Evidence of CPD • Knowledge of current developments in education sector, particularly government policies relating to academies • Understanding of the funding arrangements for academies 	AF,C
	AF,I,R		AF,C
	AF,I,R		AF,C
	AF,I		AF,I
Experience			
<ul style="list-style-type: none"> • Substantial professional experience of one or more core business management functions drawn from operational management, finance, HR, information management, estates management, company secretary • Experience of developing financial systems, preparing and monitoring budgets and financial reporting • Demonstrate track record of securing additional funds through competitive bidding • Evidence of achieving cost savings in the procurement of services and contracts and using value for money principles • Experience of internal and external audit and of developing robust, audit compliant internal controls • Experience of managing and developing multi-disciplinary teams • Experience of deploying human and physical resources to meet changing operational demands • Significant experience of contributing at a strategic level to business improvement • Evidence of working in partnership with a range of stakeholders to achieve desired outcomes and impact 	AF,I,R	<ul style="list-style-type: none"> • Previous experience as a School Business Director or delivering professional support to services to schools at a senior level • Successful track record in achieving and maintaining effective financial management • Experience of successfully project managing capital projects on time and to budget • Evidence of success in transforming support services to achieve efficiency savings, continuous improvement and cultural change • Experience of corporate governance within an academy context • Experience of key management processes such as sickness absence, performance management, capability, discipline and grievance 	AF,I,R
	AF,I		AF,I
	AF,I,R		AF,I,R
	AF,I,R		AF,I,R
	AF,I		AF,I,R
	AF,I,R		AF,I
	AF,I,R		AF,I
	AF,I,R		AF,I,R
	AF,I		AF,I
	AF,I		AF,I

Skills and competencies			
<ul style="list-style-type: none"> • Ability to manage change effectively and positively engage and inspire others • Highly developed negotiating and influencing skills • Ability to simultaneously manage a range of conflicting priorities across a number of different disciplines • Excellent verbal and written communication skills including the ability to present complex financial data and concepts to non-experts • Ability to act as an ambassador for the academy and proactively raise its profile • Highly developed ICT skills in developing management information systems and using a range of Microsoft applications to improve efficiency and effectiveness • High degree of working on own initiative with minimal supervision • Ability to plan complex operations and project manage over a multiple year period • Awareness of and commitment to safeguarding / welfare of children/young people 	AF,I I AF,I AF,I I AF,I AF,I AF,I,R I		
Other			
<ul style="list-style-type: none"> • Able to work flexibly, working during evenings and weekends where necessary • No disclosure about criminal convictions or a safeguarding concern that makes applicant unsuitable for this post 	I AF,D		

Key – Stage identifier	
AF	Application Form
C	Certificates
D	Disclosure
I	Interview
R	References