

PERSON SPECIFICATION

Job Title: Chief Finance and Operations Officer (CFOO)

Method of Assessment (MOA): AF: Application Form, I: Interview, T: Task,

	Essential	Desirable	MOA
Qualifications and Professional Development			
<ul style="list-style-type: none"> Accountancy qualification (either ACA, ACCA, CIMA or AAT) or qualified by experience. 	✓		AF/I
<ul style="list-style-type: none"> Membership of an accountancy professional body. 		✓	AF
Experience			
<ul style="list-style-type: none"> Working experience and knowledge of the Academy sector with a finance and operational background. 		✓	AF/I
<ul style="list-style-type: none"> Working knowledge of the Academy Trust Handbook and Academy Accounts Direction 		✓	AF
<ul style="list-style-type: none"> Experience of being the technical lead on finance and accounting in an organisation/department 	✓		AF/I/T
<ul style="list-style-type: none"> Experience of successfully leading and managing highly effective teams 	✓		AF/I
<ul style="list-style-type: none"> Experience of successfully managing a range of internal and external stakeholders. 	✓		AF/I
<ul style="list-style-type: none"> To have a good knowledge of the funding, regulatory and legislative environment of academies 		✓	AF
<ul style="list-style-type: none"> To have good project management experience 	✓		AF/I
<ul style="list-style-type: none"> To have broad based experience of operational management encompassing HR, governance, finance, change management, business, and premises management. 	✓		AF/I
<ul style="list-style-type: none"> To have experience of strategic financial planning, including establishing and managing multi-million pound budgets 	✓		AF/I/T
<ul style="list-style-type: none"> To have a proved track record in delivering high standards and improving outcomes. 	✓		AF/I
<ul style="list-style-type: none"> To have experience of working with Trustees or Governors and reporting to Board level. 	✓		AF/I
<ul style="list-style-type: none"> To have an excellent appreciation of and direct experience of working to financial standards, and financial procedures and regulations. 	✓		AF/I
<ul style="list-style-type: none"> To have sound knowledge of policy and practice regarding facilities management, health and safety, IT and human resources. 	✓		AF/I



<ul style="list-style-type: none"> To have political awareness and an understanding of the context within which the Academy operates. 		✓	AF/I
<ul style="list-style-type: none"> To have experience of playing a leading role in implementing aspects of a strategic plan. 	✓		AF/I
<ul style="list-style-type: none"> Ability to show evidence of innovation and transformation. 	✓		AF/I
Skills & Abilities			
<ul style="list-style-type: none"> To have personal impact and presence, with the ability to lead, provide clear vision and command respect. 	✓		AF/I
<ul style="list-style-type: none"> To have a positive and energetic approach to work 	✓		AF/I
<ul style="list-style-type: none"> Creative, and able to 'think differently' 	✓		AF/I
<ul style="list-style-type: none"> To be able to think and act strategically and operationally 	✓		AF/I
<ul style="list-style-type: none"> To have excellent and adaptable communication skills sufficient to motivate and inspire and to gain respect 	✓		I
<ul style="list-style-type: none"> To be well organised and able to manage conflicting priorities in an effective and autonomous manner. 	✓		I
<ul style="list-style-type: none"> To be able to establish and develop good relationships and the ability to relate effectively to a range of stakeholders 	✓		AF/I
<ul style="list-style-type: none"> Ability to work in a team reliably and flexibly 	✓		I
<ul style="list-style-type: none"> To be flexible and approachable, as well as resilient under pressure 	✓		AF/I
<ul style="list-style-type: none"> Ability to be flexible and work across the Academy engaging with staff at each site 	✓		AF/I
<ul style="list-style-type: none"> Have the ability to communicate effectively in writing and orally and be competent in the use of IT 	✓		AF/I
<ul style="list-style-type: none"> To have the ability to deal sensitively with people and resolve conflicts 	✓		AF/I
<ul style="list-style-type: none"> To be able to progress complex and interdependent work streams from concept to delivery 	✓		AF/I
<ul style="list-style-type: none"> To be adaptable to change and embrace transformation and creativity 	✓		AF/I
Leadership/Management Experience			
<ul style="list-style-type: none"> To have recent experience as a Senior Leader 	✓		AF/I
<ul style="list-style-type: none"> To be an incisive and clear strategic thinker who is able to motivate staff 	✓		AF/I
<ul style="list-style-type: none"> To have the ability to delegate responsibly, hold staff to account, set high standards and provide a focus for improvement 	✓		AF/I



• To have the ability to influence and manage change, bringing staff on the journey	✓		AF/I
• To have experience of building relationships with partners and other agencies	✓		AF/I
• To have experience of recruiting and appointing new colleagues	✓		AF/I
• To have experience of managing staff including conducting performance management	✓		AF/I

James Brindley is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please be aware that this post is subject to an enhanced DBS clearance check and any offer of employment is made conditional of this. You will also be required to register and pay for the DBS update service and ensure that documentary evidence is produced to ensure annual compliance and updates. You will also be required to provide written consent for the employer to access this information at any time.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

James Brindley Academy undertake to make any “reasonable adjustments” to a job or workplace to counteract any disadvantages a disabled person may have.

