

Person Specification – Chief Finance Officer

Attain Academy Partnership Trust are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Chief Executive Officer
Responsible for	Finance Service & Team
Grade	£64,872-£71,357
Hours	Full Time
Location	Based at the Trust Office, Newland Spring Primary School, Dickens Place, Chelmsford, Essex, CM1 4UU. You may be required to travel to undertake work at academies and sites within the Trust as needed.

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> • 5 GCSEs (Grade A* - C / 4 – 9) including English and Maths • 3 'A' Levels or equivalent • CCAB Qualified Accountant (e.g. ACA, ACCA, CIMA, CIPFA) 	<ul style="list-style-type: none"> • Relevant Degree 	Certificates
Skills and Abilities	<ul style="list-style-type: none"> • Strategic thinker with the ability to translate vision into practical financial plans • Excellent financial planning, budgeting, and forecasting skills • Ability to manage own time effectively and efficiently • Ability to lead and manage the Finance Service • High attention to detail • Good problem-solving skills and willingness to take initiative • Ability to work proactively and anticipate needs and address potential issues before they arise, and seek opportunities to improve processes and contribute to team goals • Ability to work collaboratively and build consensus across different stakeholders, inspiring 	<ul style="list-style-type: none"> • An understanding of the Academies Accounts Direction and Charities SORP • Experience of Business Partnering 	Application Form / Interview

	<p>confidence in all parts of the Service</p> <ul style="list-style-type: none"> • Ability to follow the Trust's safeguarding procedures and recognise when to report any concerns 		
Experience	<ul style="list-style-type: none"> • Minimum of 3 years post qualification experience • Experience using Microsoft Office • Experience working with financial systems and processes 	<ul style="list-style-type: none"> • Experience of managing and developing a finance team • Work in an education based finance team 	Application Form / Interview
Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development • Able to work calmly under pressure and withstand stress • Able to work flexibly, and to attend meetings and training as required 		Application Form / Interview

Person Specification reviewed by: Sussanah Edom-Baker, CEO

Date: 8th August 2025