

TTSAT – CFOO Person Specification

	Essential	Desirable
Qualifications		Professional finance or finance related qualification at graduate level (i.e. ACA, ACCA, CIMA, CIPFA, MAAT or equivalent)
KNOWLEDGE, UNDERSTANDING AND EXPERIENCE	<p>Significant post qualifying experience and in-depth professional knowledge acquired through experience.</p> <p>Experience managing significant financial resources with a good appreciation of relevant regulatory frameworks.</p> <p>Familiarity of financial processes and procedures. Experience of effectively managing a team.</p> <p>High level of IT competence, literacy and numeracy skills</p>	<p>In depth knowledge of statutory requirements, procedures and regulatory requirements relating to academies.</p> <p>Experience of using and supporting others in the use of financial software packages, including a working knowledge of PS Financials</p> <p>Experience in working in a similar role and environment.</p> <p>A minimum of 5 years' experience of managing staff.</p>
	<p>Experience of managing budgets.</p> <p>Experience of communication with colleagues and contractors at all levels of the organisation and the ability to negotiate and act on behalf of the site in relation to contracts.</p>	<p>Experience of managing payroll and HR within a similar role</p> <p>Knowledge and experience of acquiring grant funding</p> <p>Experience in project management</p>
PERSONAL AND PROFESSIONAL QUALITIES	<p>Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently at all levels.</p> <p>Excellent skills in strategic planning and strategic management of financial resources</p> <p>Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisation of management information systems</p> <p>Strong decision making skills with the ability to make decisions and recommendations based on the analysis of options.</p> <p>Capacity to work under pressure to meet deadlines and organisational priorities.</p> <p>Good leadership skills and ability to inspire and challenge colleagues</p> <p>Commitment to staff's and own personal development.</p>	<p>Team-player, personable, emotionally intelligent</p> <p>Knowledge of financial accounting and contracting procedures and practices.</p>

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	Flexible in terms of working patterns and evolution of the role	
OTHER	<p>Driving license and own transport</p> <p>Capable of multitasking, problem solving and delivering to strict deadlines.</p> <p>Exceptional interpersonal and communication skills</p> <p>Capable of delegating, motivating across different areas and guiding team effort towards efficient productivity and meeting objectives.</p> <p>A keen positive and enthusiastic team player who is approachable and amicable</p>	