DAVENANT FOUNDATION SCHOOL

Chief Financial Officer and Business Manager

Person Specification

Qualifications

Essential:

- Relevant professional finance qualification (e.g., ACCA, CIMA, ACA, CIPFA) OR a relevant Business/Management degree.
- Evidence of continuous professional development.

Desirable:

- Certified Diploma in School Business Management (DSBM) or Advanced Diploma (ADSBM).

Experience

Essential:

- Proven experience in a senior financial role, ideally within the UK education sector (academies or maintained schools).
- Experience managing and developing a small team.
- Practical experience processing or supporting monthly payroll and pension returns.
- Experience managing commercial services, lettings, or income-generating ventures.

Desirable:

- Experience working directly with a Board of Trustees or Governing Body.

Knowledge & Skills

Essential:

- Deep understanding of the Academy Trust Handbook and current UK school funding regulations.
- Strong commercial acumen and contract negotiation skills.
- Excellent leadership, communication, and interpersonal skills.
- High level of IT literacy, including financial management software and Excel.

Desirable:

- Familiarity with specific school finance and payroll packages.

Personal Qualities

Essential:

- High integrity, discretion, and professional standards.
- Ability to manage competing priorities and work well under pressure.
- Commitment to the values and ethos of the school.