

PERSON SPECIFICATION – Chief Financial Officer

Job title	Grade	School	Location
Chief Financial Officer	4A	Broadoak Primary School	Swinton

Note to manager

In completing this form, you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criteria are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criteria below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

Method of assessment (* M.O.A.)

A = Application form	C = Certificate	E = Exercise	I = Interview	P = Presentation	T = Test	AC = Assessment centre
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	Essential	Desirable	* M.O.A.
Professional Qualifications	Educated to degree level <i>or</i> Qualified accountant (ACA, ACCA, CIMA or equivalent)	Further professional or academic qualifications	
Previous Work Experience	Senior financial management and strategic leadership either in the public or private Proven track record of successful financial leadership Significant experience of leading and managing budgets, and working with stakeholders to develop strong financial understanding Experiencing of establishing financial systems and processes	Experience of financial leadership within an academy setting Experience of working within an educational setting Experience of working with Governors, Trustees or similar Change management experience	

	<p>Experience in managing procurement and contracts</p> <p>Experience of developing and managing external relationships with professionals and regulatory bodies</p> <p>Experience of working external and internal audit teams</p>		
Knowledge	<p>Ability to set and monitor budgets and to be responsible for Risk Management</p> <p>Detailed and up to date knowledge of accounting and professional codes of practice</p> <p>Awareness of and respect for the highly sensitive status of information and its confidentiality</p>	<p>Knowledge of academy financial reporting; including statutory accounting, the academies handbook and other DfE returns</p> <p>Up to date knowledge of Data Protection, GDPR and Freedom of Information Act</p> <p>An understanding of school finances and financial management</p>	
Skills	<p>The ability to present complex information with knowledge and confidence to meet the needs of wider stakeholder groups</p> <p>Excellent analytical, literacy and numeracy skills</p> <p>Highly competent user of ICT – spreadsheets (e.g. Excel)</p> <p>Excellent communication skills and attention to detail</p> <p>Proven track record of managing workload / priorities and meeting deadlines</p>	<p>Specific experience of using SIMS, FMS and other school-based MIS</p> <p>Management of databases</p>	
Personal	<p>The highest level of integrity and professional standards</p> <p>Capacity to work under pressure</p> <p>Ability to communicate effectively, calmly and confidently</p> <p>Good organisational skills and time management</p> <p>Ability to foster good relationships with internal and external stakeholders and to present financial information to diverse stakeholders</p> <p>Decisiveness and consistency, with a focus on solutions and an ability to make decisions/ recommendations based</p>		

	<p>on analysis</p> <p>Ability to work autonomously within the accountability of the wider structure</p> <p>Flexible with regard to working patterns and the evolution of the role</p> <p>Commitment to both personal and staff development</p> <p>A genuine interest in supporting education</p>		
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Completed by	Date	Approved by	Date
S Stephenson	26.02.26	K Wild	26.02.26