

Director of Finance and Operations: PERSON SPECIFICATION

September 2024

AREA	ESSENTIAL	DESIRABLE
<p>Qualifications,</p> <p>Knowledge and</p> <p>Experience</p>	<p>A higher level accountancy qualification such as ICAEW, ACCA, CIMA or CIPFA or QBE</p> <p>Experience in a leadership post in either the education sector or non- education sector.</p> <p>Good knowledge and experience of financial and budget management and general accounting procedures.</p> <p>Knowledge and experience of management and administrative procedures.</p> <p>Knowledge and experience of the management of resources.</p> <p>Knowledge and experience of the management of staff.</p> <p>Knowledge of and ability to use a range of IT based resources.</p> <p>Knowledge of aspects of premises development/buildings maintenance.</p> <p>Knowledge and understanding of the system of governance within schools in general and the Academies Handbook</p> <p>Proven record as an accomplished financial manager with the ability to manage the financial resources of a large organisation.</p> <p>Successful experience of leading and managing change and innovation</p> <p>Proven record in leading and managing staff within a team structure</p> <p>Good knowledge and understanding of current educational developments, especially linked to funding</p> <p>Knowledge of monitoring and evaluation strategies</p> <p>Experience of improvement planning</p>	<p>Experience of working in a school setting</p> <p>Experience of leading whole school initiatives</p> <p>Other qualifications relevant to school financial management</p> <p>Knowledge of relevant legislation relating to schools; e.g. Equal Opportunities, Health and Safety, Child Protection, Data Protection, Copyright, etc.)</p> <p>Knowledge and experience of the appropriate procedures for undertaking risk assessment.</p> <p>Experience of responding to major initiatives in education</p> <p>Successful partnership working with other schools, agencies and stakeholders</p>

<p>Interpersonal Skills</p>	<p>Communicate effectively both orally and in writing with Trustees, Governors, staff, students, parents and outside agencies.</p> <p>Empathy with young people and, more broadly, empathy and respect for others</p> <p>Able to think strategically, innovatively and creatively</p> <p>Demonstrate leadership skills and be able to motivate and encourage, using appropriate leadership styles in different situations.</p> <p>Build, support and work as part of a high performing team.</p> <p>Develop good relationships with staff and others.</p> <p>Negotiate and consult effectively.</p> <p>Plan, prioritise, direct and co-ordinate the work of others, developing responsibilities, delegating tasks and monitoring outcomes.</p> <p>Be approachable and flexible.</p> <p>Deal sensitively with people and resolve conflicts.</p> <p>Seek advice and support when necessary.</p> <p>Build strong working relationships with leading governors, other senior managers and the institution's partners and stakeholders</p> <p>based on mutual trust and a clear understanding of roles and responsibilities.</p> <p>Support collective ownership of strategy, risks and delivery.</p>	
<p>Other Skills</p>	<p>Able to :</p> <p>Analyse information.</p> <p>Demonstrate effective presentation skills.</p> <p>Demonstrate good decision making skills after collecting and weighing evidence.</p>	

	<p>Think strategically.</p> <p>Plan, organise and prioritise.</p> <p>Manage change.</p> <p>Be a role model, energetic, determined, positive, robust and resilient leadership, able to inspire confidence and respect and exemplify high standards of conduct and personal behaviour.</p> <p>Balance conflicting pressures and needs, including short and longer term trade-offs.</p> <p>Demonstrate strong commitment to innovation and performance improvement.</p>	
<p>Personal</p> <p>Qualities</p>	<p>Flexibility and a willingness to adapt to changing circumstances.</p> <p>Resilience, enthusiasm, energy and vigour.</p> <p>Positive approach to change and continuous improvement and experienced in managing change effectively.</p> <p>Positive, enthusiastic outlook, with resilience, perseverance and optimism in the face of challenges</p> <p>Passion for learning – and enthusiasm for the job.</p> <p>Honesty, reliability, integrity and commitment to the success of the school.</p> <p>A sense of perspective.</p> <p>The ability to work effectively alone as appropriate, and with others as necessary, according to the needs of the situation.</p> <p>A strong commitment to undertake further training and development as necessary, including the pursuance of further relevant qualifications.</p> <p>Comply with ethical standards and with the seven principles for the conduct of people in public life. Impartiality is a further fundamental requirement of those operating in the public services.</p>	