**Person Specification – Finance Director**

*The successful candidate will be suitably qualified with a breadth of relevant experience and capable of* *inspiring trust and confidence across a diverse range of learners, staff members, parents and carers.*

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|  | **Essential** | **Desirable** |
| **Qualifications / Training** | Management/degree qualification or equivalent experience  Fully qualified Accountant  A record of recent and relevant CPD | A Diploma in School Business Management or similar qualification |
| **Relevant Experience** | Experience of working in a senior finance role  Excellent commercial and business acumen  Experience in accounting, management and auditing  Experience in the development, operation and management of finance systems (ideally within education or the public sector)  Experience with project budgeting and control  Able to communicate technical information effectively to a non-specialist audience  Able to identify and exploit opportunities to develop the financial base of the trust  Proven ability to manage service delivery  Effectively conducting Appraisal and Performance Management meetings  Developing, updating and implementing Finance policies and procedures, in line with Government legislation  Proven, excellent ability to manage projects and tasks with conflicting priorities and timescales | Experience of working in a Senior finance role within the Education or Public sector.  Knowledge of the relevant Local Government legislations and National education system  Knowledge of companies and charities law |
| **Skills and aptitudes** | Excellent verbal and written communication skills;  High level of numeracy, literacy and comprehension  Excellent IT skills i.e. Outlook & MS Office  Expert in the use of IT systems for financial control  Strong and effective communicator  Confident decision maker  Excellent planning, prioritisation and organisation skills  Ability to handle high levels of pressure and critical decision making |  |
| **Behaviours/Attributes** | Flexible and enthusiastic approach to work  Resilient; works well and thrives under pressure  Diplomatic, tactful and discreet  Excellent attention to detail  Positive “can do” attitude  Advocate for change  Ability to develop excellent internal and external relationships  Committed to Summit Learning Trust values  Committed to the promotion of Diversity, Equality and Inclusion  Committed to own continuing professional development |  |
| **Special Requirements** | Enhanced DBS clearance  Compliance with all Academy and Trust policies  Safeguarding and promoting the welfare and success of all children and young people.  The implementation of equal opportunities practice.  Promoting the stated aims and policies. |  |
| **Other** | Use of own transport or the ability to effectively travel between academies as required  Willingness to travel as required |  |