**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 AccountantA record of recent and relevant CPD | A Diploma in School Business Management or similar qualification |
| **Relevant Experience** | Experience of working in a senior finance roleExcellent commercial and business acumenExperience in accounting, management and auditingExperience 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 audienceAble to identify and exploit opportunities to develop the financial base of the trustProven ability to manage service delivery Effectively conducting Appraisal and Performance Management meetings Developing, updating and implementing Finance policies and procedures, in line with Government legislationProven, 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 comprehensionExcellent IT skills i.e. Outlook & MS OfficeExpert in the use of IT systems for financial controlStrong 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 workResilient; works well and thrives under pressureDiplomatic, tactful and discreetExcellent attention to detailPositive “can do” attitudeAdvocate for changeAbility to develop excellent internal and external relationshipsCommitted to Summit Learning Trust valuesCommitted to the promotion of Diversity, Equality and InclusionCommitted to own continuing professional development |  |
| **Special Requirements** | Enhanced DBS clearanceCompliance with all Academy and Trust policiesSafeguarding 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 requiredWillingness to travel as required |  |