

THE FORGE TRUST
SENIOR FINANCE AND GOVERNANCE PROFESSIONAL PERSON SPECIFICATION

Qualifications and Training	<i>Essential</i>	<i>Desirable</i>	<i>Evidence</i>
Education	5 A-C GCSE's or equivalent-including English and maths AAT or other finance qualification	Company secretarial training/ qualification	A Certificates at Interview
Professional Development	Evidence of sustained participation in CPD	Participation with other schools / agencies	A/I/R
Experience	<i>Essential</i>	<i>Desirable</i>	
Leadership and management responsibility	Work experience in a financial role – minimum 3 years Ability to carry out month end financial procedures Preparing and monitoring budgets Analytical and problem-solving skills with the ability to identify process gaps and recommend effective solutions.	Work experience in a school governance or clerking role Understanding data protection legislation	A/I/R
Resources	Good working knowledge of finance operation processes and experience delivering process improvement. Proficient in accounting software. A good working knowledge using Microsoft Office 365		A/I/R
Knowledge, Skills and qualities	<i>Essential</i>	<i>Desirable</i>	
Management		Experience of line managing others/ working in a team	A/R

<p>Personal, interpersonal and communication skills</p>	<p>Willingness to constructively challenge the work of self and others to continually improve own and team performance</p> <p>Proven ability to deal sensitively with people and to resolve conflicts</p> <p>Flexible and approachable</p> <p>Resilient under pressure-can work to deadlines</p> <p>Ability to adapt to changing priorities and demands</p> <p>Positive and energetic approach to work</p> <p>Committed to the development of the professional and personal wellbeing of all staff</p> <p>Committed to safeguarding and promoting the welfare of children, expecting all staff to share this commitment</p>		<p>A/I/R</p>
<p>Other</p>	<p>Willingness to participate in professional development to improve role performance</p> <p>Willingness to travel to other sites as required.</p> <p>Clean drivers licence</p>		