



**Person Specification - Director of Business and Finance**

**This section describes the knowledge, experience and competence required by the post holder that is necessary for the acceptable standard in carrying out this role.**

<b>Heading</b>	<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>How Assessed</b>
<b>Education &amp; Qualifications</b>	A degree or relevant professional qualification - ideally in finance, business management or a related discipline	E	Application/certificates
	Recognised accounting qualification (e.g.ACA, ACCA, CIMA or equivalent)	D	Application/certificates
	School business manager specific qualification (or willingness to work towards this)	D	Application
	Evidence of continued professional development	E	Application
<b>Knowledge &amp; Experience</b>	Significant experience of financial management and budget oversight	E	Application/Interview
	Experience in leadership or management within a school or similarly complex organisation.	E	Application/Interview
	Working knowledge of relevant MIS and financial systems. Understanding of the Integrated Curriculum Financial Planning tool.	D	Application/Interview
	Experience of line management and staff development	E	Application/Interview

	Understanding of financial regulations and compliance within an academy trust environment	E	Application/Interview
	Experience in procurement, tendering and contract management	E	Application/Interview
<b>Skills/abilities</b>	Able to build positive, professional relationships with colleagues, pupils, parents, directors and key stakeholders.	E	Interview
	Highly organised, detail-oriented and able to manage multiple priorities in a fast-paced environment.	E	Application/Interview/Task
	Ability to plan, monitor and manage a budget with strong numeracy and financial analysis skills, ensuring value for money	E	Application/Interview/Task
	Ability to prepare, interpret and present financial data clearly to non-financial stakeholders	E	Application/Interview/Task
	Ability to resolve complex issues, anticipate problems and recommend solutions	E	Application/Interview/Task
	Strong written and verbal communication skills, as well as negotiation and influencing skills	E	Application/Interview
	Strategic thinking with the ability to translate vision into effective systems and processes.	E	Interview
	High levels of IT competence, including Google Workspace and relevant management systems.	E	Application/Interview
	Experience of overseeing IT systems or digital infrastructure	D	Application/Interview

	within an organisation (D)		
<b>Personal qualities</b>	Commitment to upholding and promoting the Christian ethos and values of the Academy.	E	Application/Interview
	Demonstrates care, compassion and a supportive approach when leading staff and working with families	E	Interview
	Integrity, professionalism and discretion	E	Interview/References
	Calm, resilient and solution-focused approach	E	Interview
	Commitment to equality, inclusion and high expectations for all.	E	Application/Interview
	Ability to evaluate own development needs and seek learning opportunities to address them.	E	Application/Interview

In addition, all staff are expected to:

- Help maintain a safe working environment across the Academy
- Positively support equality of opportunity and equity of treatment to colleagues and students
- Disclose any criminal convictions or cautions. Non-disclosure may lead to termination of employment.