

**Finance and Operations Manager**

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Educated to at least Honours degree level * Relevant accounting qualification | CSBM/other relevant financial  ACA, ACCA, CIMA, CIPFA, MAAT or equivalent |
| **Knowledge and Understanding** | * Detailed knowledge and understanding of financial management principles and practice * Knowledge and understanding of effective self-evaluation strategies which lead to improvements in practice. * Knowledge of planning, monitoring and delivering a quality service in one or more of the public/private/voluntary sectors. * Knowledge and understanding of company law. | Knowledge of academy funding principles  Knowledge and understanding of organisational Health & Safety principles and practice.  Knowledge of relevant legislation for schools, including Equal Opportunities, Health and Safety.  Child Protection, Data Protection and Employment Law. |
| **Experience** | * Experience of managing and developing an effective team * Experience in the disciplines of monthly accounting and reconciliations * Experience of setting and monitoring budgets and preparation of financial forecasts and other financial reports. * Experience of procurement. * Experience of recruiting and managing staff. * Experience of the management of resources. * Experience of premises development/buildings maintenance | Experience of financial management in an academy school.  Experience of operational management in a medium-large organisation.  Experience of charitable Trust management.  Experience of income generation, including through bid-based competitive funds. |
| **Specific Skills**  **(attributes and abilities)** | * Excellent skills in the strategic management of financial resources. * Ability to analyse complex financial data, and to demonstrate an innovative approach to problem-solving. * Excellent ICT skills * Ability to establish good relationships and to lead and motivate a team. * Ability to manage a variety of competing priorities and meet deadlines. * Excellent communication skills. * Excellent negotiation skills. * Ability to establish rapport, trust and effective professional accountability. * Ability to manage school facilities and contracts. * Ability to analyse information and think strategically. |  |
| **Personal Qualifications** | * Honesty, reliability, integrity and commitment to the success of the school. * Highly effective team member. * An optimistic ‘can do’ attitude to education and young people. * High expectations of self and others. * Commitment to excellence and equality of opportunity. * Strong inter-personal skills. * A willingness to learn and ask for support. * The ability to work under pressure and to deadlines. * Sense of empathy and understanding of the challenges facing young people with SEND and their families. | Experience of working in a paid or voluntary role with adults or young people with learning difficulties/disabilities. |