

**Finance and Operations Manager**

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Educated to at least Honours degree level
* Relevant accounting qualification
 | CSBM/other relevant financialACA, 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 principlesKnowledge 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.
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| **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. |