

Glebe School

An ambitious, inspirational trust, providing outstanding learning and support

PERSON SPECIFICATION Chief Financial Officer

CRITERIA	Essential/ Desirable		Assessed by: Application Form/Supporting statement /Interview	
	E	D	AF	I

EDUCATION AND QUALIFICATIONS	E	D	AF	I
Significant qualifying experience and in-depth professional knowledge	✓		✓	
A professional qualification either in accountancy, school business management or another relevant field		✓	✓	
Experience of working in an educational environment and of school funding mechanisms		✓	✓	✓
Experience of working as a member of a senior leadership team	✓		✓	✓
Proven ability to successfully manage cross-functional work teams	✓		✓	✓
Working knowledge of statutory and regulatory issues relating to the role	✓		✓	✓

PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES	E	D	AF	I
Sound knowledge of charity law, governance law, policy and practice in relation to academy schools		✓		✓
Awareness of current issues affecting the school system, in particular academy trusts		✓		✓
High level of competency in the use of computerised finance systems, management information systems and be able to transfer that knowledge to another system if needed	✓		✓	✓
Experience of managing significant financial resources with a good appreciation of regularity frameworks	✓		✓	✓
Effective communicator, with experience to be able to deal with stakeholders and contractors at all levels of the organisation and the ability to negotiate and act on behalf of the Trust in all relevant business areas	✓			✓
High levels of IT competency, literacy and numeracy skills	✓		✓	✓

PERSONAL QUALITIES	E	D	AF	I
To be a team player, personable and emotionally intelligent	✓			✓
Strong persuasive and interpersonal skills with the ability to communicate clearly and confidently at all levels	✓			✓
Clear analytical skills to allow exploration, evaluation and interpretation of information, opinions and utilisation of MIS systems	✓		✓	✓
Strong decision-making skills with the ability to make recommendations based of the analysis of options	✓			✓
Ability to work under pressure and to adhere to deadlines	✓		✓	✓
Good leadership skills to inspire and challenge colleagues	✓		✓	✓
Flexible in terms of working pattern and evolution of role	✓			✓
An excellent record of health and attendance	✓		✓	
Capable of delegating, motivating across different areas and guiding team effort towards efficiency and productivity	✓		✓	✓