**Person Specification**

**Wearmouth Learning Trust**

**Finance Director**

#### PERSON SPECIFICATION

|  |  |  |
| --- | --- | --- |
| **Category** | **Essential** | **Evidence Gained From** |
| **QUALIFICATION AND TRAINING** | * Educated to Degree Level in a finance/business discipline or significant experience in a senior financial management role.
* CCAB Qualified
 | * Application
* Certificates
 |
| **EXPERIENCE** | * Substantial experience of financial management within a complex business environment
* Experience of budget planning and monitoring, the introduction of financial systems and of using computerised finance systems for a range of activities
* Experience of managing large and complex budgets and producing and presenting management accounts
* Experience of line managing staff
* Experience of working with other finance professionals eg LA finance team
* Experience of negotiating and procuring contracts
* Experience of successful commercial income generation
* Experience of project initiation and project management
* Experience of developing and deploying new systems and processes
 | * Application
* Interview
* References
 |
| **KNOWLEDGE AND SKILLS** | * Up to date knowledge of the financial and audit requirements placed on Academies in line with the EFA’s Academy Financial Handbook and the Charities Commission
* A sound knowledge of financial management and accounting procedures
* Excellent financial management and financial planning skills
* Ability to write strategic business plans and prepare strategic budgets
* The ability to contribute to the review and development or improvement of new or existing policies, procedures and ways of working
* The ability to undertake procurement exercises to ensure the Trust always obtains value for money
* Excellent written and verbal communication skills
* Ability to think strategically and to analyse complex situations, formulating and implementing plans of action
* Effective team leader and ability to work as part of a team
* Good IT skills
* Able to plan and prioritise work and meet deadlines with minimum supervision
* Ability to make presentations to SLT, Governors and Directors
* Numeracy and literacy skills in order to handle data and information critically, accurately and effectively
* Able to work independently to tackle problems creatively and to think laterally
* Ability to work flexibly and attend meetings and events outside of normal working hours
 | * Application
* Interview
* References
 |