**Person Specification**

**Wearmouth Learning Trust**

**Finance Director**

#### PERSON SPECIFICATION

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| **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 |