

### Person Specification

<b>JOB TITLE:</b>	<b>Finance Business Partner</b>
<b>DATE:</b>	<b>November 2022</b>
<b>STATUS:</b>	<b>Final</b>

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting checks
<b>Knowledge and qualifications</b>					
1. A good general education demonstrating numeracy and literacy.	E	✓			
2. A School Business Management qualification or a relevant degree qualification	D	✓			
3. Evidence of relevant continuous professional development	D	✓			
<b>Experience</b>					
4. A minimum of three years' experience in a financial role	E	✓		✓	✓
5. Successful experience of working in a school or academy financial management role, or in a similar position working alongside schools e.g. working for the Local Authority or the Independent education sector	E	✓		✓	✓
6. Experience of managing budgets	E	✓		✓	✓
7. Experience of producing and presenting documentation	D	✓			✓
8. Experience of driving through organisational change	D	✓		✓	✓
9. Experience of developing academy systems, processes and procedures	E	✓		✓	✓
10. Experience of operating financial systems with integrity and accuracy	E	✓			✓
11. Experience of using Financials and Budgeting Software	D	✓			✓

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting checks
12. Experience of leadership roles within public/private sector setting	D	✓		✓	✓
13. Knowledge of academy financial rules and regulations	D	✓			✓
14. Experience of completing applications to secure extra funding	D	✓			✓
15. Experience of forming business partnerships, especially in an educational context	D	✓			✓
<b>Skills and competencies</b>					
16. Excellent financial management and financial planning skills	E	✓		✓	✓
17. Ability to analyse financial issues and to interpret complex information and to offer sound, reliable, professional advice	D	✓	✓		✓
18. Commercially awareness and ability to achieve value for money	E	✓		✓	✓
19. Competent and confident in using Microsoft and Google applications	E	✓		✓	
20. Ability to work effectively under pressure, managing conflicting priorities and meeting challenging deadlines	D	✓		✓	
21. Ability to work independently to tackle problems, creatively and to think laterally.	D	✓		✓	
22. Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any other educational/trust developments.	D	✓		✓	
23. Ability to draw upon inter-personal skills to build effective business partnerships through a variety of people.	D	✓		✓	
24. Ability to maintain strict confidentiality in all matters	E	✓		✓	
25. Works effectively alone or in a team	D	✓		✓	
26. Good negotiation skills	E	✓		✓	
27. Excellent organisational skills	E	✓		✓	
28. Effective verbal and written communication skills to suit a variety of audiences	E	✓	✓	✓	

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting checks
29. Able to follow instructions and procedures on own initiative	E	✓		✓	
30. Ability to successfully manage initiative for change	D	✓	✓	✓	
31. Receptive to new ideas and able to generate them	E	✓		✓	
32. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, responsible	E	✓		✓	
33. Flexible and cooperative attitude	E	✓		✓	
34. Ability to safeguard and promote the welfare of children	E	✓		✓	✓
35. Ability to use own initiative	E	✓			
<b>Other</b>					
36. Embraces and display the NEAT core values: Aspirational, Collaborative, Innovative, Inclusive, and Responsible	E			✓	✓
37. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
38. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
39. Willing to travel between sites	E	✓			
40. Able and willing to accommodate occasional evening work	E				✓