

## Person Specification

PERSON SPECIFICATION – CFO Function		
General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	An appropriate degree (or professional accounting equivalent)  Experience of working at a senior management level within an organisation
	Knowledge of relevant policies and procedures	Practical experience of managing accounts and computer systems, budget setting and setting up systems for financial management  Understands the monitoring and auditing of financial systems and procedures  A working knowledge of payroll, personnel and employment issues
	Literacy	Outstanding literacy skills
	Numeracy	Outstanding numeracy skills
	Technology	Highly competent ICT skills
<b>Communication</b>	Written	Ability to instigate and produce complex returns and write highly complex letters and reports.
	Verbal	Ability to exchange highly complex information clearly and sensitively. Ability to address committees delivering headline reports.
	Languages	Use initiative to overcome any communication barriers with children and adults.
	Negotiating	Highly effective negotiation skills and the ability to achieve best possible outcomes.  Ability to effectively manage difficult or controversial exchanges.
<b>Working With Children</b>	Behaviour Management	Understand and implement the Code of Conduct and any Behaviour Management Policy, as required.
	Special Educational Needs and Disability (SEND)	Understanding of how finance is linked to SEND

	Curriculum/School organisation	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Understand impact of age on purchases.
	Health & Well being	Understand the importance of physical and emotional wellbeing
<b>Working With Others</b>	Working with partners	Establish effective relationships with those working in and with the school.  Represent the school at LA and consortium meetings.
	Relationships	Be able to create good relationships with pupils, parents, staff and governors  Be accessible and approachable
	Team work	Work creatively within a team environment both as a manager and team member. Be an exemplar for values and behaviours
	Information	Develop and implement highly effective systems to share and safeguard information.
<b>Responsibilities</b>	Organisational skills	Experience of strategic planning activities and the development of business plans  Experience of financial planning, financial management and budgetary control within an organisation  Have the ability to plan and organise at both the tactical and strategic level
	Line Management	Experience of leading, managing and motivating a team of staff  Offer dynamic and effective leadership  Lead by example and be a role model
	Time Management	Excellent organisation skills, have a high level of initiative and be able to delegate effectively and appropriately  Able to ensure that tight, strict deadlines are met.
	Creativity	Demonstrate a highly creative approach to work  Able to resolve complex problems independently.

<b>General</b>	Equalities	Demonstrate commitment to treating all people fairly
	Health & Safety	Good understanding of Health & Safety.
	Child Protection	Good understanding and compliance with Child Protection procedures.
	Confidentiality/Data Protection	Good understand and compliance with procedures and legislation relating to confidentiality
	CPD	<p>Demonstrate a clear commitment to develop and learn in the role.</p> <p>Able to effectively evaluate own performance</p> <p>Ability to transfer new knowledge to the workplace and share knowledge on a practical level to team members</p>