

Person specification

Job title: Finance and Business Consultant

<u>Attribute</u>	<u>Essential</u>	<u>Desirable</u>	<u>How Identified</u>
Previous Experience	<ul style="list-style-type: none"> • A minimum of three years' experience at leading strategic financial and business planning for an organisation • Successful track record of leading and managing contracts and people in complex situations • Ability to present ideas and strategies to a variety of audiences • Excellent IT Skills e.g. Microsoft Office (Excel, Word and Publisher) • Sound financial expertise, with the ability to communicate and clarify complex financial issues to Headteachers, Governors and Business Managers • Experience of using and interrogating financial systems (training provided on specific systems) • Knowledge and understanding of financial month end and year end procedures (school specific training can be provided) 	<ul style="list-style-type: none"> • Detailed knowledge of Schools' computerised financial systems – PS Financials, RM Finance, SIMS FMS, Civica, RM accounts • Ability to demonstrate experience in schools' finance • Knowledge and understanding gained of the academy conversion process • Knowledge and understanding of applying for licensed deficits • Knowledge and understanding of year end and month end returns procedures • Budget planning for restructuring a school or an academy • Recent experience of working in an LA, Schools or Academies setting • Demonstrate significant experience within the Education Finance sector 	Application form Interview
Qualifications/ Training	<ul style="list-style-type: none"> • Good standard of education; minimum 5 GCSEs or equivalent, including English & Maths • Evidence of continued professional development • Educated to degree level or equivalent 	<ul style="list-style-type: none"> • Possession of or working towards a formal financial or similar qualification e.g. AAT, ACCA, CIMA, CSBM, DSBM, ADSBM 	Application form
Specialist Skills/ Aptitudes	<ul style="list-style-type: none"> • The ability to work within a team and manage own time effectively 	<ul style="list-style-type: none"> • Team management experience/supervisory experience 	Application form Interview

	<ul style="list-style-type: none"> • Excellent communicator who can listen, understand and engage others • A high level of communication and influencing skills and the ability to use these in a variety of situations • An ability to train others (as a group and one to one) and also to lead and facilitate learning • Ability to interrogate data to establish errors and correct accordingly • An energy and enthusiasm to deliver high performance and create networking relationships • Ability to work flexibly to suit the environment • Ability and willingness to travel to multiple sites (likelihood is for a different site each day) 	<ul style="list-style-type: none"> • Strong skills in financial analysis and risk management • Passion and enthusiasm for the education profession • A good problem solver who can think outside of the box • Strong interpersonal skills 	
Disposition/ Attitudes	<ul style="list-style-type: none"> • Professional, friendly and approachable manner • Commitment to maintain a current knowledge of the financial environment • Commitment to personal development • Ability to build and sustain relationships • Resilient and adaptable to changing situations and circumstances 		Interview
Working arrangements	<ul style="list-style-type: none"> • Willingness and ability to travel to and work in a variety of schools and/or academy locations 	<ul style="list-style-type: none"> • Willingness to work outside of office hours as required 	Application form
Other criteria	<ul style="list-style-type: none"> • Willingness to undertake a DBS check 		Application form