

POST TITLE: Senior Finance and Business Consultant

Attribute	Essential	Desirable	How Identified
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 	A/I
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 	<ul style="list-style-type: none"> ▪ Possession of or working towards a formal financial or similar qualification e.g. AAT, ACCA, CIMA, CIPFA, CSBM, DSBM, ADSBM ▪ Educated to degree level or equivalent 	A
Specialist Skills /Aptitudes	<ul style="list-style-type: none"> ▪ The ability to work within a team and manage own time effectively ▪ Excellent communicator who can listen, understand and engage others ▪ A high level of communication and influencing 	<ul style="list-style-type: none"> ▪ Team management experience/supervisory experience ▪ Strong skills in financial analysis and risk management ▪ Passion and enthusiasm for the education 	A/I

Person Specification

	<p>skills and the ability to use these in a variety of situations</p> <ul style="list-style-type: none"> ▪ 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) 	<p>profession</p> <ul style="list-style-type: none"> ▪ 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 		I
Working Arrangements	<ul style="list-style-type: none"> ▪ Willingness and ability to travel to and work in a variety of school and/or academy locations 	<ul style="list-style-type: none"> ▪ Willingness to work outside office hours as required 	A
Other Criteria	<ul style="list-style-type: none"> ▪ Willingness to undertake a DBS check 		A