

PERSONAL SPECIFICATION

Job Title:	Chief Finance Officer
Band/Job Group:	Commensurate with experience)
Hours/Weeks:	Full Time Permanent – will consider alternative arrangements.
Academy:	Cardinal Newman Catholic Educational Trust
Responsible to:	Chief Executive Officer & Accounting Officer and Academy Directors

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable	How identified
<p>1. Physical</p> <p>What does the job require in the way of: -</p> <p>Appearance, manner, speech, general health, voice etc. Consider the real needs of the job. Be particularly wary about setting age limits which actively discriminates against specific age groups and disabled people.</p>	<p>Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the 12 months period prior to the closing date for the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Should any candidate not meet these criteria and choose to include an explanation then this will be considered</p>		<p>Job and medical history from application form and references.</p> <p>Performance in interview process.</p>
<p>2. Qualifications</p> <p>What does the job require in the way of: -</p> <p>Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSE's, CIPFA etc.</p>	<p>Qualification in line with finance/accounting qualifications e.g. diploma (L4/L5 - SBM), CMDA (L6), CIPFA (L4 finance/L7cert in finance and operational leadership), foundation degree/degree. GCSEs are also an important prerequisite to the majority of these qualifications (GCES Maths particularly key)</p>		<p>Formal possession of an appropriate qualification to be verified at interview or from records.</p>

<p>3. Experience</p> <p>What does the job require in the way of: - Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?</p>	<p>At least 5 years' senior experience in accountancy and finance (preferably in schools) and finance leadership responsibility, HR, and policy implementation. Experience working across schools or office networks and working in academy and school finance environments. Experience working alongside HR, and with the strategic, operation and financial management departments for companies/and or multiple schools. Strong experience working with finance management software/systems.</p> <p>Experience of computerised systems, such as SIMS, FMS, Microsoft,</p>		<p>Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.</p>
<p>4. Training</p> <p>What does the job require in the way of: - Specific and/or specialist training in order to do the job, e.g. training in software, education systems, management, interpersonal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment.</p>	<p>Understanding of finance regulations, structures and architecture. In-depth knowledge of academy and company finance regulations and law.</p> <p>Understanding health, safety and welfare regulations and best practice affecting HR, staffing, buildings and operational management.</p> <p>Understanding Child Protection requirements and their links to operational procedures/policies.</p> <p>Exceptional technical knowledge of budget management and finance structures, in particular for budgets in excess of £2m individually - £8m collectively.</p> <p>Experience establishing finance policies, procedures, regulations and arrangements in companies/schools.</p> <p>Excellent knowledge of current protocols and standards regarding Managing Public Money, ESFA policies, practices and requirements and Academy financial regulations.</p> <p>Safeguarding</p>	<p>Safer recruitment</p>	<p>Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.</p>

<p>5. Special Knowledge</p> <p>What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc.?</p>	<p>Financial/audit processes</p> <p>Financial management systems</p> <p>Microsoft Office 365, Word, Excel, Publisher etc.</p> <p>School safeguarding systems</p> <p>Calendar planning and scheduling</p> <p>Specific finance monitoring software (if not Excel)</p> <p>Other operational compliance/qualifications.</p>	<p>Understanding of Catholic ethos and operation of Voluntary Aided schools and academies</p> <p>Knowledge of Teaching School activities/role</p>	<p>Qualifications held and demonstration of knowledge at interview.</p> <p>Previous experience</p> <p>Reference</p>
<p>6. Circumstances (personal)</p> <p>What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live in if the job requires. Ability to drive, car ownership.</p>	<p>Flexibility</p> <p>Ability to work evenings and special MAT functions/meetings.</p> <p>Able to support and uphold Catholic ethos of the schools</p> <p>Willing to work in school holidays, including 3 weeks as per scheduling with line manager.</p>		<p>Ensuring candidates are aware of these requirements from the job description.</p> <p>Interview questions and application form details.</p>
<p>7. Disposition</p> <p>How far does the job require: -</p> <p>Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, cooperating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.</p>	<p>Supportive of and able to model the Catholic ethos of the school</p> <p>Ability to use initiative; lead others; cooperate with the Finance Leadership Team and Directors; be rigorous, thorough, approachable; reliable; flexible; able to stay calm when working under pressure and remain focused on the Trust's vision and mission.</p> <p>To work diplomatically, discreetly and confidentially.</p> <p>To be proactive and able to prioritise in a busy school office environment.</p> <p>To be a positive leader in specialist area across all schools/MAT.</p> <p>Hold themselves account to the highest professional and personal standards as an example of Newman Catholic Trust's senior leadership.</p>		<p>Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.</p> <p>References</p>

<p>8. Practical and Intellectual Skills</p> <p>What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?</p>	<p>Excellent communication skills – written and verbal</p> <p>Ability to understand and act upon complex information related to financial procedures and requirements.</p> <p>Ability to delegate appropriately and to monitor the performance of others.</p> <p>Ability to analyse finance data, budget structures accurately.</p> <p>Ability to prioritise and delegate effectively.</p> <p>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</p> <p>Ability to identify own and others’ training & development needs and cooperate with appropriate individuals to address these</p> <p>Able to solve problems and design solutions and demonstrate finance support skills</p> <p>Ability to interpret advice/statute and to devise policy/practice in the light of these</p> <p>Ability to work within a multi-disciplinary team effectively</p> <p>Full working knowledge of relevant polices/codes of practice/legislation.</p>		<p>Performance in related selection process.</p> <p>References</p>
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<p>General</p> <ul style="list-style-type: none"> • Provide cover for absent colleagues as requested including short term deputising where needed and as directed. • Attend training courses as appropriate. • Such other duties as may be appropriate to achieve the objectives of the post to assist the service area in the fulfilment of its objectives commensurate with the post holder’s salary grade, abilities and aptitudes. • It is the responsibility of each employee to carry out their duties in line with Newman Catholic Trust’s and Diocesan policies including equality harassment, racial equality and the CRE action plan; to be sensitive and caring to the needs of the disadvantaged; and promote a positive approach to a harmonious working environment. Newman trust Leaders must act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies and the CRE standards. • The post holder must at all times carry out his/her responsibilities with due regard to the Trust MAC and Diocesan policies, organisation and arrangements for Health and Safety at Work, and has joint responsibility with other employees for noticing and reporting anything which could constitute a risk. • All staff within the Newman Catholic Trust will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children’s Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trades unions. • Actively model and promote the ethos and values of the Trust.

<p>9a. Legal Requirements</p> <p>Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?</p>	<p>Enhanced DBS or willing to undertake enhanced DBS</p>		<p>Application form and interview questioning and reference.</p>
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9b. DBS Clearance

<p>Will the post holder be:</p>	<p>Working in an educational establishment, children's day or residential care home.</p>	<p>Yes</p>	<p>x</p>	<p>No</p>		<p>If Yes, the post holder will require an Enhanced Disclosure.</p>
	<p>Involved in caring, training, supervising or being in sole, unsupervised contact with children.</p>	<p>Yes</p>	<p>x</p>	<p>No</p>		<p>If Yes, the post holder will require an Enhanced Disclosure.</p>
	<p>A member of an executive which discharges any educational or social services functions of a local authority.</p>	<p>Yes</p>		<p>No</p>	<p>x</p>	<p>If Yes, the post holder will require an Enhanced Disclosure.</p>
	<p>Involved in regularly caring for, training, supervising or in sole charge of vulnerable adults, as defined in the Disclosure Access Category Code List</p>	<p>Yes</p>		<p>No</p>	<p>x</p>	<p>If Yes, the post holder will require an Enhanced Disclosure.</p>
	<p>Concerned with the provision of care services to vulnerable adults</p>	<p>Yes</p>		<p>NO</p>	<p>x</p>	<p>If Yes, the post holder will require a Standard Disclosure.</p>