**Chief Operating Officer**

# **Person specification**

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| **Qualifications****Essential**● Recognised accountancy qualification (ACA, ACCA, CIMA) |   |
| **Experience****Essential**● Senior financial position, gaining relevant experience and responsibility in a medium / large sized organisation including○ 5 years management experience post qualification.○ Line manager responsibilities.○ Minimum of 2 years’ experience of working with finance systems such as Oracle, Sage etc○ Successfully managing significant organisational change.○ Designing and implementing new systems.○ Working with internal and external auditors.○ Reporting to external agencies  | **Experience****Desirable**● Experience working within the education or charities sector● Diploma in School Business Management or● Master’s degree or MBA.● Premises management including overseeing effective maintenance and development of buildings.● Health & safety experience including risk assessment processes and policy implementation.● Income generation and successful preparation for grant funding.  |
| **Skills****Essential**● Excellent organisation and communication skills.● Proven team leader and manager.● Strong accounting skills with a good sense of judgement.● Ability to identify and manage financial and business risks.● Ability to analyse and manipulate data / high level user in excel or equivalent software.● Ability to implement change within the organisation, introduce new systems and processes as required.● Experienced user of financial accounting software and systems within a medium/large organisation.● Ability to use a range of complex ICT resources.● Ability to maintain robust financial controls and management of cash flow.● The ability to plan, prioritise, direct and coordinate the work of others, developing. responsibilities, delegating tasks and monitoring outcomes.● Have effective negotiation and consultation skills.● The ability to handle sensitive issues with diplomacy and tact to resolve conflicts.● Strong interpersonal skills.  | **Skills****Desirable**Knowledge and understanding of school finance packages |
| **Knowledge****Essential**● Strong commercial awareness with up to date knowledge financial and investment sectors.● Knowledge of current accounting and reporting standards (FRS102)● Pensions, payroll and indirect tax legislation and requirements● Health and safety legislation and management.  | **Knowledge****Desirable**● Understanding of education funding streams.● Government legislation relevant to the MAT.● Financial Management Standards in schools.● Relevant Employment Law● Charities SORP  |
| **Personal qualities****Essential**● Honesty.● Integrity.● Enthusiasm.● The ability to relate well to a wide variety of people.● Approachability and flexibility.● Excellent decision making skills based on consideration of systematically gathered evidence.● Strong strategic thinking ability.● The ability to manage change effectively.● Initiative and the ability to prioritise workload.● Flexibility in terms of working hours, recognising the need to ‘get the job done’.● A willingness to seek specialist advice and an awareness to where to seek it.● The ability to network with other personnel in school with similar positions.  |   |