**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. |  |