



BBCET Finance Partner – Person Specification

CATEGORIES		Essential/ Desirable	Assessed by:	
			App Form	Interview /Task
QUALIFICATIONS	GCSE Grade C or higher in Maths and English	E	✓	
	A relevant degree qualification or school business manager qualification	D	✓	
	A professional qualification in Finance, CCAB or an equivalent qualification	D	✓	
	Evidence of relevant continuous professional development	E	✓	
EXPERIENCE	A minimum of three years of experience in a finance role	E	✓	
	Successful experience of working in a school or academy financial management role, or in a similar position working alongside schools i.e. working for the LA or the independent education sector, or as a qualified accountant	E	✓	✓
	Experience of managing budgets	E	✓	✓
	Experience of producing and presenting complex management accounts	D	✓	✓
	Experience of driving through organisational change	D	✓	✓
	Experience of developing school or academies' financial systems	E	✓	✓
	Experience of operating financial systems with integrity and accuracy	E	✓	✓
	Experience of using PS Financials	D	✓	
	Experience of producing a variety of financial reports, including detailed management accounts	E	✓	✓
	Experience of leadership roles within a public/private sector setting	D	✓	✓
	Knowledge of academy financial rules and regulations	E	✓	✓
	Experience of completing applications to secure extra funding	D	✓	✓
	Experience of forming business partnerships, especially in an educational context	D	✓	✓
	Experience of leading the review and implementation of a management information system	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE	Excellent financial management and financial planning skills	E	✓	✓
	Knowledge of effective and robust financial systems	E	✓	✓
	Outstanding communication skills both verbally and in writing; able to communicate effectively at CEO, Headteacher, senior staff and Chair of Governors level and to liaise effectively with internal and external auditors, as well as Government agencies	E	✓	✓
	Ability to analyse financial issues and to interpret complex information and to offer sound, reliable professional advice	E	✓	✓
	Commercial awareness and ability to achieve value for money	E	✓	✓
	Competent and confident in using Microsoft Office	E	✓	✓
	Ability to work effectively under pressure, managing conflicting priorities and meeting challenging deadlines	E	✓	✓
	Ability to work independently to tackle problems creatively and to think laterally.	E	✓	✓
	Ability to interrogate finances accurately and identify next steps for progress	E	✓	✓
	Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any other educational / academies' developments	E	✓	✓
	Ability to draw upon inter-personal skills to build effective business partnerships wide a wide variety of people	E	✓	✓
	Ability to maintain strict confidentiality in all matters	E	✓	✓
	Good negotiation skills	D	✓	✓
	Ability to successfully manage initiatives for change	D	✓	✓



	Experience of advanced Excel skills, including the use of pivot tables and macros	D	✓	✓
	Receptive to new ideas and able to generate them	E	✓	✓
	Knowledge of using education finance packages	E	✓	✓
	Ability to use management information systems; and be able to transfer the experience of using one system to another similar system, if needs be	E	✓	✓
	Able and willing to drive a car to go from school to school	E	✓	✓
PERSONAL QUALITIES	Excellent numerical and verbal skills, understanding and application	E	✓	✓
	Must be proactive and not reactive	E	✓	✓
	Commitment to and belief in equality of opportunity for all	E	✓	✓
	Highest levels of integrity and probity and a commitment to the highest levels of effort, endeavour and focus on standards	E	✓	✓
	Effective communicator, able to build and sustain positive relationships with all stakeholders in the school community	E		✓
	Commitment to the development of all schools in the BBCET	E		✓
	Adaptability to change and embracing of innovation and creativity	E	✓	✓
	Energy, vigour and perseverance	E	✓	✓
	Demonstrable commitment to the professional development of colleagues and self	E	✓	✓
	Passionate in helping to realise the ethos of the schools and BBCET.	E		✓