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| **POST TITLE: Head of Finance (Chief Finance Officer / CFO)** | **Essential** | **Desirable** |
| General Qualifications & Training |
| 5 GCSE grades A-C and 2 A levels or equivalent | X |  |
| Degree or equivalent qualification in a finance related discipline | X |  |
| Fully qualified accountant (ACCA, ACA, CIMA) | X |  |
| Commitment to attend appropriate training and development, taking ownership of personal development and being willing to pursue development opportunities | X |  |
| Experience |
| Relevant post qualification experience in both financial management and accounting at a senior level | X |  |
| Demonstrable business acumen and commercial experience | X |  |
| Experience of working in a multi-academy trust environment, with an understanding of the all aspects of school finance, including that of secondary education | X |  |
| Extensive prior experience of producing budgets, management accounts and statutory accounts | X |  |
| Skills, Knowledge & Aptitudes |
| In depth and up to date knowledge of financial regulations, legislation and the implications of non-compliance | X |  |
| Solid knowledge of financial analysis and forecasting | X |  |
| A basic knowledge of employment law and GDPR |  | X |
| Strategic planning, management and business process skills | X |  |
| The ability to explain complex accounting concepts in simple terms to non-finance colleagues | X |  |
| The ability to provide advice and guidance, offering business focused solutions | X |  |
| Proven track record of developing and implementing financial policies | X |  |
| Able to remain calm under pressure | X |  |
| Excellent IT software skills, including Microsoft packages and bespoke finance/budgeting packages | X |  |
| Commitment to the promotion of positive values, attitudes and behaviour | X |  |
| Personal Attributes |
| Confident operating at Board level | X |  |
| Highly effective in multi-tasking and personal organisation | X |  |
| An analytical mind with strategic ability | X |  |
| Outstanding communication and interpersonal skills | X |  |
| Excellent leadership and management skills | X |  |
| A team player | X |  |
| Discrete when dealing with sensitive and / or confidential matters | X |  |
| Other Requirements |
| A pragmatic ‘can-do’ and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required | X |  |
| Full driving licence and own transport, with willingness to attend different Valour Multi Academy Trust sites | X |  |
| The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance, which will include a Section 128 pre employment check. Employment will also be conditional on the receipt of at least two satisfactory references (one from current/most recent employer) and evidence of formal qualifications required for this role | X |  |