

**The ROBERT CARRE TRUST
DIRECTOR OF FINANCE AND RESOURCES
PERSON SPECIFICATION**

	Criteria	Importance		Method of Assessment
		Essential	Desirable	
Qualifications and General Experience	Educated to degree level or relevant Business Management qualification or relevant experience	√		A C
	Accountancy qualification (ACA, ACCA, CIMA, or other)		√	A C
	Recent and relevant leadership development, training and CPD		√	A C
Knowledge and Experience	Professional experience within a lead finance role	√		A R
	Sound knowledge of financial standards, accounting procedures, control measures and regulations in a school environment or similar organisation	√		A I
	Experience of team management, team leadership and team building	√		A I R
	Good working knowledge of company law, charity law, and applicable guidelines and regulations	√		A I R
	Experience of leading or facilitating meetings or events	√		A
	Experience of providing sound, comprehensive and relevant professional advice	√		A I R
	Experience of delivering exceptional levels of service with professionalism	√		A R
	An awareness of current issues in academies and further education	√		A I
	Experience of project management, negotiation and marketing to ensure best business outcomes		√	A R
	Experience of working under pressure, meeting tight deadlines with successful outcomes whilst under heavy burdens of responsibility	√		A R
	Experience of income generation activities, grant applications, tendering for revenue streams and on-going funding options		√	A R
	Experience of managing a range of projects including buildings, infrastructure and future business opportunities		√	A R
	Strong interpersonal skills with the ability to eloquently convey complex ideas with a good instinct for business and past success	√		A I R
	Experience of managing difficult situations, overcoming objections and influencing clients, satisfying customers, and keeping large multi-dimensional teams working together in the most efficient way possible		√	A I R
Leadership and Management	Display a clear sense of vision relating to the role of Director of Finance and Resources	√		A I
	Ability to enable others to achieve success	√		A I R
	A positive attitude to innovation and change with clear ability to manage change efficiently and effectively	√		A I R

	Ability to draw data from a variety of sources, analyse, synthesise and present options/solutions for the way forward	√		A I R
	Ability to contribute to strategic planning for Trust development	√		A R
	Ability to establish excellent working relationships across a wide range of schools	√		A I R
Personal Attributes	A strong moral purpose, loyalty, vision and the drive for improvement	√		I
	Ability to act with integrity and impartiality	√		I R
	High expectations of oneself and others	√		A I R
	A strategic and innovative thinker	√		A I R
	A leader who inspires trust and confidence	√		R
	Excellent communication skills – the ability to communicate effectively both verbally and in written format with a range of stakeholders to establish positive relationships	√		A I R
	Energy, enthusiasm and commitment	√		I R
	Excellent leadership and management skills	√		I R
	Commitment to the wider community	√		A I R
	Ability to delegate in such a way that tasks are achieved, and targets are met	√		A I R
	Ability to operate flexibly and independently, using own initiative	√		A I R
	Ability to manage people effectively, setting targets for performance, monitoring quality and delivery outcomes	√		A I R
	High standard of IT skills	√		A
	A commitment for continuous improvement both personally and within the systems, procedures and policies of the Trust			I R
	Be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults	√		A I R
	A commitment to equality, diversity and community engagement	√		A I R

A = Application Form and Letter

I = Interview

R = Reference

C = Certificates