

CFO / SBM Person Specification

	Essential	Desirable
Qualifications	Proven desire to work towards a suitable qualification, (eg. CSMB)	- Certificate School Business Manager (CSBM) Level 4 or similar - Professional financial management qualification
Experience	- Highly developed skills in use of ICT to prepare, analyse and present management information to assist effective decision making 2/3 years' experience of team management/supervision - Previous experience of dealing and maintaining Health and Safety within an Academy environment - Previous project management experience	- Experience of adherence to the financial expectations and obligations within an Academy school/Trust, including managing budgets - Risks assessment experience/qualification - Senior financial position in an organisation of a similar size - Experience of education systems e.g. SIMS
Knowledge and Skills	- Highly developed oral and written communication skills. Ability to communicate in a way which meets the needs of diverse audiences - Ability to analyse complex data - Proven ability to deal with a range of sensitive issues - Proven ability to develop, implement and update systems - Proven ability to identify, mitigate and manage risk, including working with the relevant insurance bodies - Ability to work as a member of the team and actively promote teamwork - Ability to act professionally and facilitate the resolution of any problems including workplace conflict and make the appropriate decisions - Excellent IT skills - Ability to work to deadlines	
Personal Qualities	- Excellent interpersonal skills with the ability to deal with a variety of people at all levels in a courteous and professional manner - Calmness under pressure - Resilience, commitment and confidence - Honesty, integrity, confidentiality, a sense of humour - Strong personal commitment to working in the Education sector	