

Director of Strategy & Resources: Person Specification

Essential	Desirable	Evidence
<p>Qualifications and experience: Relevant financial/accountancy qualification/s and or significant experience in field. Evidence of successful finance, business or administrative management experience to support the day-to-day operation of an establishment / company within financial constraints Experience of preparation and management of budgets; managing expenditure and generating income opportunities Experience of managing change and implementing new systems/procedures/controls Evidence of effective leadership and line management of staff including a team Experience and knowledge of premises management, maintenance and repair including the ability to establish priorities</p>	<p>Qualifications and experience: Further or higher education relevant to field Experience of finance and /or business management in an education setting, e.g. college or school</p>	<p>Application form Letter of application References Interviews Certificate/s (to be available at the interview)</p>
<p>Essential</p> <p>Knowledge and skills: Excellent oral and written skills appropriate to the need to communicate effectively with colleagues, students and other professionals Ability to proficiently use office computer and finance software including word-processing, spreadsheet, database/s and internet systems Ability and knowledge in production of budgetary estimates, reports and cash flow and financial and statistical summaries, ideally combined with operational experience Knowledge of principals and methods of financial control and reporting, and their adaptation to various purposes, including the preparation of financial accounts Good working knowledge and understanding of methods of ordering, contracts, purchasing and value for money Working knowledge of law with regard to health and safety legislation, contracts, freedom of information act, copyright and data protection.</p>	<p>Desirable</p> <p>Knowledge and skills: Awareness of principals and practice in relation to building services</p>	<p>Evidence</p> <p>Application form Letter of application References Interviews</p>
<p>Essential</p> <p>Personal skills Excellent interpersonal skills with ability to maintain strict confidentiality A diplomatic and patient approach Initiative and ability to prioritise one's own work and that of others to meet deadlines Able to follow direction and work in collaboration with leadership team Ability to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations Ability to evaluate own development needs and those of others and to address them A willingness to seek specialist advice and awareness of where to seek it Able to attend evening meetings if required Efficient and meticulous in organisation Commitment to the highest standards of child protection and safeguarding Recognition of the importance of personal responsibility for health and safety Commitment to the Schools ethos, aims and its whole community</p>	<p>Desirable</p>	<p>Evidence</p> <p>Application form Letter of application References Interviews</p>