



ASSISTANT DIRECTOR OF FINANCE/HEAD OF FINANCE (COLLEGE) - Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

Abilities, Skills & Knowledge	Priority
<ul style="list-style-type: none"> • An individual with strong collaborative leadership skills, works at pace, and with the drive and determination to put in place seamless, integrated Systems & processes 	1
<ul style="list-style-type: none"> • A 'people person', the Director of Finance will be predominantly inward facing, highly visible within the organisation, and naturally at ease with team members across different functions and levels of responsibility 	1
<ul style="list-style-type: none"> • A leader that develops, grows and supports people but can demonstrate significant accounting experience, including costings, financial management and control. 	1
<ul style="list-style-type: none"> • Up to date knowledge of relevant funding policies and regulations for funding streams relevant to both the College, to include but not limited to: High Needs/SEND funding, 16-19 funding, Apprenticeship, Traineeships and Adult Education Budget (AEB) 	2
<ul style="list-style-type: none"> • Sound judgement, decision making, and commercially and politically astute 	1
<ul style="list-style-type: none"> • Ability to promote the safeguarding and well-being of all learners, including those with severe, profound and multiple learning difficulties and disabilities and those who may communicate using challenging behaviours 	1
<ul style="list-style-type: none"> • Ability to promote equality and diversity, recognise and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices 	1
Personal Qualities	
<ul style="list-style-type: none"> • Adept at translating strategic imperatives into operational delivery in timely and effective ways to maximise value for money, quality and efficiency 	1
<ul style="list-style-type: none"> • Sees inter-dependencies and can juggle multiple strands to deliver seamless, efficient, effective and timely plans 	1
<ul style="list-style-type: none"> • The ability to drive change at pace and to oversee a number of high-stake concurrent projects and programmes 	1
<ul style="list-style-type: none"> • Engaging communication skills but also understands the power of listening 	1
<ul style="list-style-type: none"> • Can horizon scan quickly to assess situations and act decisively; 	1

- A strong attention to detail but doesn't "get lost in it" 1
- A solution focus, with the desire to fix and resolve 1

Qualifications

- Qualified CCAB qualifications (ACA,CIMA or equivalent) 1