**PORTSMOUTH AND WINCHESTER**

**DIOCESAN ACADEMIES TRUST**

**Academy Business Leader: Person Specification**

**E – Essential A – Application form**

**D – Desirable I - Interview**

Qualifications

|  |  |  |
| --- | --- | --- |
| E  E  D  D | * GCSE English and Maths or equivalent * Evidence of on-going professional development * Evidence of further professional development e.g. Certificate and/or Diploma in School Business Management [or working towards one of these qualifications] * Professional qualification in finance or accounting e.g. CCAB – Accountancy, CIPFA, AAT OR ACCA | A  A  A  A |

Experience/Knowledge

|  |  |  |
| --- | --- | --- |
| D  E  D  D  E  E  D  D  D | * Experience of working in an educational environment * Knowledge and experience of computerised financial and budget management procedures * Significant experience of budget management, including planning and projection * Experience of using management information systems * Knowledge and experience of school management issues and the role of the local governing body and Trust Board * Knowledge and experience of management and administrative procedures * Knowledge and experience of personnel management, leading and managing teams and the appraisals process * A working knowledge of facilities management * Knowledge and experience of income generation | I  I  I  I  I  I  I  I  I |

Skills

|  |  |  |
| --- | --- | --- |
| E  E  E  E  E | * Ability to work successfully as a team member establishing effective working relationships and flexible working practices * Ability to work under pressure in a constantly changing and demanding environment * Proven literacy, numeracy and communications skills including to be able to respond appropriately to staff, local governors, pupils, outside agencies and the Trust * Ability to gather information and report consistently, accurately and in a timely manner, to enable informed decision making * In sympathy with the vision, values and ethos of the Church of England and academy | I  I  I  I  A/I |

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