**PORTSMOUTH AND WINCHESTER**

**DIOCESAN ACADEMIES TRUST**

**Academy Business Leader: Person Specification**

**E – Essential A – Application form**

**D – Desirable I - Interview**

Qualifications

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| EEDD | * 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
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Experience/Knowledge

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| --- | --- | --- |
| DEDDEEDDD | * 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
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Skills

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| EEEEE | * 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
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