

PERSON SPECIFICATION

**Director of Finance & Estate
Management**

Criteria (This is just a template. Resourcing Managers can develop their own according to the role)	Essential	Desirable
Qualifications		
Fully Qualified accountant ACA / ACMA /ACCA. A member of a recognised CCAB organisation	✓	
Minimum of 3-5 years post qualification experience	✓	
GCSE Maths and English (Grades 4-9 or A-C)	✓	
Experience		
Senior Leadership and management experience within a diverse organisation with complex funding streams	✓	
Proven experience in Finance & Estate Management	✓	
Experience of working both strategically and operationally	✓	
Practical knowledge and experience of legislation, application and compliance / awarding body compliance	✓	
Previous experience of project management and of introducing new finance processes and or systems	✓	
Experience of being a designated safeguarding lead		✓
Change management experience with proven success	✓	
Practical experience of designing and implementing policies and procedures and systems changes	✓	
Essential Knowledge & Skills		
Up to date knowledge of Education / Professional role relevance	✓	
Ability to build strong, credible working relationship and coach and mentor people	✓	
Excellent organisational skills with the ability to prioritise competing demands, and manage a varied workload.	✓	
Strong written and verbal communications skills.	✓	
High attention to detail, particularly when handling marketing and advertising and compliance processes.	✓	
Analytical mindset with the ability to interpret information and identify practical solutions.	✓	
Strong influencing and persuading skills	✓	

Person Specification



Experience of using IT, Microsoft products, databases and AI. Including Power BI	✓	
Ability to develop strong operational awareness and balance the needs of people with the business and operational priorities.		✓
Personal Qualities		
Professional, approachable, and confident when representing the organisation to candidates and stakeholders	✓	
Proactive and solutions-focussed, with a drive to continuously improve processes and candidate experience.	✓	
Resilient and adaptable, comfortable working at pace and responding to changing priorities.	✓	
Commitment to fairness, inclusion and consistent application of recruitment best practice.	✓	
Must have a full driving licence and access to own transport		✓
Willingness to work flexibly to include some evening work to support business needs.	✓	