CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Finance** | **SERVICE GROUP: Financial Services** |
| **POST TITLE: Apprentice Finance Officer** | **REPORTS TO: Principal Finance Officer - Schools** |
| **GRADE: Band 6** **Age 16/17 – Year 1 - £ 9,775 pa** **- Year 2 - £ 15,360 pa****Age 18 + - Year 1 - £ 14,218 pa** **- Year 2 - £ 17,167 pa** | **SAP POSITION NUMBER : 11004621** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:**  |
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| To undertake an Apprenticeship Scheme within the Department of Corporate Services for which the main purpose of the role is to:-1. To provide financial advice focusing in particular on financial accounting and financial planning for both revenue and capital.
2. To undertake detailed pieces of accountancy work and to support and advise services in achieving their objectives.
3. To support the Finance Team in the delivery of an excellent service to customers, communicating in an informed confident, polite and understanding manner with all clients and customers.

The apprentice will follow a programme of training relating to the role and achieve the appropriate skills, competencies and qualifications of the role by the end of the training programme. |

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| **Main Responsibilities of Post:**  |

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| The apprentice will work towards achieving the relevant skills, competencies and qualifications in order to be able to provide a wide range of functions to include:1. To provide timely information and advice to meet the needs of customers
2. To maintain detailed knowledge in order to provide sound financial advice.
3. To develop good working relationships with colleagues to support the delivery of financial services and showing at all times professionalism and respect.
4. To promote fairness and inclusion across all service provision and employment through personal example and open commitment.
5. To take reasonable care of own health and safety and that of others who may be affected by the work of the post holder.
6. To carry out any other duties as may be required, which are reasonable in terms of the nature and level of the post.
7. Ensure that all budgeting and accounting procedures for both revenue and capital are followed including the operation of financial controls and regulations.
8. Analyse and interpret financial information to support senior management in making correct financial and business decisions.
9. Prepare revenue monitor reports for discrete service areas
10. Maintain and reconcile key corporate systems including the banking system, other major income streams, asset register and risk register.
11. Support in the completion of Government and other statistical and grant returns
12. Ensure the Council’s income and expenditure is correctly accounted for in line with policies and procedures.
13. Organise, deliver and participate in training events to improve the skills, knowledge and understanding of financial and non financial managers.
14. Promote continuous improvement by:
* Maintaining knowledge of relevant guidance;
* Ensure quality and consistency of financial information; &
* Promoting governance and risk management awareness and the maximising of resources to improve value for money.

**Structure:** |
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| **Special Knowledge Requirement: Essential for shortlisting.**  |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column** |
|  | **Essential** |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet either the Lower threshold level – where the person is able to demonstrate that they can during the interview:a) Use a wide range of simple words and a standard English sentence structure to express much of what they want to.b) Maintain a conversational flow even though they pause to think of the correct words or sentence structure in order to express themselves. | **X** |
| Able to use, interpret, analyse and communicate complex numerical information.  | **X**  |
| Understanding of how financial services contribute to effective service delivery | **X** |
| Demonstrate a knowledge of producing written reports and questioning skills  | **X** |
| Able to demonstrate knowledge of logical thinking and able to problem solve. | . |
| Ability to use a range of financial systems and applications. | **X** |
| Demonstrates a high level of numeracy, literacy and accuracy across a range of activities |  |
| Able to develop and maintain collaborative working relationships with all colleagues and end users |  |
| Ability to use spreadsheet and word-processing packages. | **X** |
| Ability to demonstrate experience of spreadsheet models or manipulating data extracts. |  |

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| **Relevant experience requirement: Essential for shortlisting** |
| Ability to work on own or in a team |
| GCSE Maths and English at Grades A-C or be able to demonstrate good literacy and numeracy through assessment before interview. |
| Able to manage own time  |
| The applicant is required to provide evidence of having previously spoken fluently in English in order to meet the Advanced threshold level outlined under Special Knowledge above.  |
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| **Relevant professional qualifications requirement: Essential for shortlisting** |
| Not required |
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| **Core Employee competencies at Band 6 - 8 to be used at the interview stage.**  |
| **Carries Out Performance Management** – covers the employee’s capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.  |
| **Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information. |
| **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. |
| **Undertakes Structured Problem Solving** **Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.  |
| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.  |

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| **Working Conditions:**   |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.  |
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| **Special Conditions:**  |
| You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.The apprentice will follow a programme of training relating to the role and achieve the appropriate skills, competencies and qualifications of the role by the end of the training programme.The Apprentice will train to Level 2 in Accounting (AAT) as part of the Apprenticeship. |
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| **Compiled by: Tom Caselton****Date: 02/08/2017** | **Grade Assessment Date: Reformatted Job Profile**  | **GRADE: Band 6**  |