**Competency Based Job Profile Finance Officer FINAL**

**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE**

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| **DEPARTMENT: Children’s Services** | **SERVICE GROUP: Education and** |
|  | **Learning / Education Safeguarding** |
|  |  |
| **POST TITLE: Finance Officer** | **REPORTS TO: Service Manager** |
|  |  |
| **GRADE: Band 7** | **SAP POSITION NUMBER : TBC** |
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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.



**Key Purpose of Post:**

* To provide financial advice focussing in particular on financial account and planning for teams and service areas.
* To undertake detailed pieces of accountancy work to support and advise services in achieving their objectives.
* To support the wider Central Service in the delivery of an excellent service to customers, communicating in an informed, confident, polite and understanding manner with all clients and customers.



**Main Responsibilities of Post:**

* To ensure the Council’s Standing Orders, Financial Regulations and Procurement procedures are adhered to.
* Analyse and interpret financial information to support senior management in making correct financial and business decisions.
* Ensure financial spreadsheets are maintained for all account operating within the service area and liaise with Service Managers, Finance Team to ensure these are accurate and up to date.
* Provide month end variance analysis reports ensuring Service Managers are advised

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on the financial monitoring returns.

* Work closely with the Commissioning Manager in relation to traded services and income generation advising of the potential outturn.
* To process journals, payment of invoices, credits and raising of miscellaneous payments.
* To ensure the prompt payment of invoices and certified payments to suppliers, ensuring invoices are matched to purchase orders and receipted prior to processing payment, dealing with invoice discrepancies and queries as required.
* To be responsible for the receipting and backing of all cash and cheques received ensuring compliance with VAT regulations.
* To liaise with Central Finance in relation to allocating payments and disputed accounts.
* Ensuring payments to schools / suppliers meet deadlines as per the Council’s agreed payment terms.
* To provide support to management in respect of information, monitoring and benchmarking requirements through the retrieval and collation of information.
* To maintain detailed knowledge in order to provide sound financial advice.
* To develop good working relationships with colleagues to support the delivery of financial services and showing at all times professionalism and respect.
* At all times operate with financial discipline and within budgets.
* Demonstrate creative flair and initiative ensuring that the reputation and financial interests of Bradford Council are met.
* To carry out any other duties as may be required, which are reasonable in terms of the nature and level of the post.

**Structure:**

Commercial Services Manager

Finance Officer

**Special Knowledge Requirement. Will be used for shortlisting.**

**Essential**

**Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**.

Due to the Governments Fluency in English Duty for posts where X

employees speak directly to members of the public the post holder is

required to meet the Lower threshold level – where the person is able to demonstrate that they can during the interview:

1. Use a wide range of simple words and a standard English sentence structure to express much of what they want to.
2. Maintain a conversational flow even though they pause to think of the correct words or sentence structure in order to express themselves.

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| Uses, interprets, analyses, communicates complex numerical | X |  |
| information. |  |  |  |
| Uses a range of complex IT packages relating to area of work | X |  |
|  |  |  |
|  |  |  |  |
| Understanding of how financial services contribute to effective service | X |  |
| delivery. |  |  |  |
| Knows and understands how to use, interpret, handle and communicate | X |  |
| Information. |  |  |  |
| Understanding of local government finance. | X |  |
|  |  |  |
|  |  |  |  |
| Awareness of public sector procurement rules and regulations. | X |  |
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|  |  |  |  |
| Ability to use a range of financial systems and applications e.g. SAP | X |  |
|  |  |  |
|  |  |  |  |
| Shows an understanding of and applies data protection and information |  |  |  |
| security in line with the relevant area of work. |  |  |  |
| Experience of using spreadsheets to manipulate data extracts |  |  |  |
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**Relevant experience requirement: Will be used for shortlisting**

The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Lower Advanced threshold level outlined under Special Knowledge above.

Dealing with officers at 4th Tier and below within various disciplines being articulate and a good listener with good communication skills both oral and written.

Two years practical experience of financial services

Maintaining and updating financial records and reports

**Relevant professional qualifications requirement: Will be used for shortlisting**

Part qualified AAT or have an equivalent qualification

**Core Employee competencies 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 and 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.

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**Operates with Dignity and Respect**

Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.

**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.

**Special Conditions:**



You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.

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| **Compiled by:** | **Grade Assessment** | **Post Grade: Band 7** |
| **Programme Team** | **Date:** |  |
| **Date: March 2018** |  |  |

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