CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Finance** | **SERVICE GROUP: Financial Services** |
| **POST TITLE: Senior Finance Officer**  | **REPORTS TO: Group Accountant / Principal Finance Officer** |
| **GRADE: SO2/PO2 Linked Grade progression** | **SAP POSITION NUMBER :**

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| 50202893 |
| 50202897 |
| 50202898 |

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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.

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:**  |
| 1. To provide a professional finance and management information service to Council services / departments/ or Schools ensuring principles of best value, value for money and risk management are embedded in service delivery.
2. To undertake complex pieces of accountancy and funding allocation work and to support and advise Council services / departments/ and or Schools in achieving their objectives.
3. To support the Finance Team and to promote the delivery of an excellent service to Council/ and or School customers. To communicate in an informed confident, polite and understanding manner with all clients and customers.
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| **Main Responsibilities of Post:**  |
| 1. Listen to Council/ and or School service customers and provide timely information and advice, offering solutions as required.
2. To research and maintain specialised knowledge in various financial disciplines, to provide expert advice to and on behalf of the Council/ and or Schools
3. To develop good working relationships with Council/ and or Schools 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 Council/ and or Schools budgeting and year end accounting procedures are complied with, including financial policies and controls, Financial Regulations and Standing Orders.
8. Prepare, analyse and interpret financial and other service performance information to influence and enable Council/ and or Schools managers to make the correct operational decisions.
9. Support Council service departments/ and or Schools, and budget holders by providing a comprehensive financial support service, which will include funding allocation, budget profiling and forecasting with links to performance management information. Prepare and present reports as required.
10. Represent the Group Accountant/Principal Finance Officer and Business Advisor on funding related working groups and project teams and on other relevant Council/ and or Schools internal working groups and project teams.
11. Ensure the Council’s/ and or Schools income and expenditure is correctly accounted for in line with legislative requirements, and Council/Schools policies and procedures.
12. Organise, deliver and participate in training events to improve the skills, knowledge and understanding of financial and non-financial managers.
13. Undertake more complex financial activities within the Accountancy function including working on corporate projects, government and other returns and multi-disciplinary working parties.
14. Supervision of finance officers and apprentices as and when required.
15. 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.
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| **Structure:** |
| **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 the Advanced threshold level (which will be implemented where the post requires a greater level of sensitive interaction with the public e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview:a) Can express themselves fluently and spontaneously , almosteffortlesslyb) Only the requirement to explain difficult concepts simply hinders anatural smooth flow of language | **X** |
| Uses, interprets, analyses, communicates complex numerical information. | **X**  |
| Understanding of how financial services contribute to effective service delivery | **X** |
| Departmental or service based experience (not restricted to local government) |  |
| Understanding of local government finance | **X** |
| Report writing and analytical skills | **X** |
| Awareness of public sector procurement rules |  |
| Ability to use a range of financial systems and applications. | **X** |
| Ability to use spreadsheet and word-processing packages. | **X** |
| Experience of spreadsheet models or manipulating data extracts. | **X** |
| Evidence of analysis of private sector company accounts or preparation of private sector company accounts |  |

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| **Relevant experience requirement: Essential for shortlisting** |
| Dealing with officers at all levels and various disciplines being articulate and a good listener with good communication skills both oral and written |
| Three years practical experience of financial services |
| Preparation of reports and maintenance of financial systems and procedures |
| Working collaboratively with service and project officers who may have limited financial skills |
| Staff supervision/ staff management |
| Persuasive and has the ability to work on own or in a team |
| Effective time management  |
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| **Relevant professional qualifications requirement: Essential for shortlisting** |
| AAT or equivalent professional qualification, or demonstrably qualified by experience |
| **Core Employee competencies at manager level to be used at the interview stage.**  |
| **Carries Out Performance Management** – covers the employees 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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| **Management Competencies: to be used at the interview stage.**  |
| **Operates with Strategic Awareness** Our managerswork with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. |
| **Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do. |
| **Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. |
| **Applying Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. |
| **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:**  |
| N/A |
| **Compiled by: Andrew Cross** **Date: 15/03/2021** | **Grade Assessment Date: Reformatted Job Profile**  | **Post Grade: SO2/PO2 Linked grade progression** |