

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

JEGS Reference 00687

DEPARTMENT: Finance	SERVICE GROUP: Finance
POST TITLE: Finance Specialist (Projects and Special Initiatives)	REPORTS TO: Strategic Finance Specialist (Projects and Special Initiatives)
GRADE: PO6	SAP POSITION NUMBER :

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.

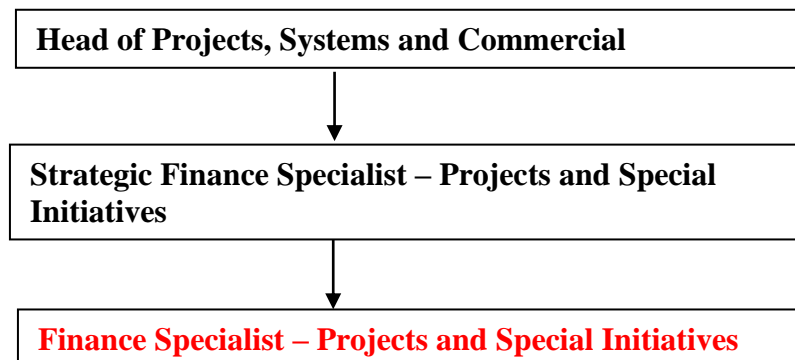
Key Purpose of Post: Max 3 sentences
To direct and manage a professional accounting team in the provision of financial and management advice and information on capital and revenue projects to the Finance Department and a range of Council services.
To work in conjunction with the Heads of Service and Strategic Finance Managers to provide a comprehensive financial project review service to Strategic Directors and their managers.
To develop and promote more effective ways of delivering the financial projects to meet the needs of business users.
Main Responsibilities of Post: Max 15 Bullet points
1. To positively support and deliver the vision, values and strategic objectives of the Council's services through providing constructive and timely advice on financial

projects matters identifying innovative solutions as appropriate.

2. Lead work on behalf of the Head of Projects Systems and Commercial to work with Managers in service departments to confirm project requirements and changes in order to support revenue and capital accounting and monitoring. To review and challenge business case applications and support for the governance processes such as the Project Appraisal Group.
3. Anticipate and identify project impacts of key financial issues and risks affecting the business which require attention, resolve issues with Senior Managers and identify mitigating actions to ensure programmes and project remain on track and net expenditure is within budget, escalate to Strategic Finance Manager and other senior colleagues any business issues not resolved by Service Managers.
4. Be an effective liaison point between the Systems, Projects and Commercial team and Departments, Corporate and Strategic Finance team and Government Departments to ensure completion of all statutory returns related to projects and programmes.
5. With the Strategic and Corporate Finance Teams ensure project support including the delivery of financial and commercial analysis to support the financial strategy, decision making and service reviews. Help to deliver robust financial and commercial analysis for business cases including signing-off financial implications for reports and for Gateway Reviews.
6. Manage financial modelling of new services or changes to existing services including impact from specific legislation /policy changes, assess implications for the Council.
7. Provide support (guidance, encouragement, challenge and advice) to service users during budget preparation, monthly monitoring, year-end and closure of accounts – helping them to understand the financial information required and processes to be followed.
8. The postholder will be expected to deputise for the Strategic Finance Specialist or other Finance Specialist – Projects and Special Initiatives on finance and other related matters on the programmes and projects within their remit their other areas of expertise as required. The postholder will be expected to substitute or deputise for other Finance Specialists as required.
9. Proactively manage the day-to-day performance of staff within direct control (reward good and address poor performance) including recruitment, appraisal, conflict resolution and ensure continuing professional development of self and team.
10. Develop and maintain working relationships with top management and other senior officers, other Council services, external agencies and peer groups working corporately and cooperatively to ensure the service is at the forefront of innovation and change.

11. Represent and promote the Council on finance projects and service issues at appropriate local regional and national forums and maintain and develop working relationships with professional bodies and other groups to ensure effective representation and promote meaningful networking.
12. Actively seek continuous improvement in the performance and development of the Finance Service and facilitating best value in service delivery.
13. Act as ambassador for the Finance Team by showing professionalism, high personal standards of integrity and courtesy at all times. Promote this culture throughout the organisation.
14. The post holder must be flexible to ensure the operational needs of the Council are met. This will include the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Council.
15. Organise, deliver and participate in training events to improve the skills knowledge and understanding of financial and non-financial managers/staff.

Structure:



Special Knowledge Requirement. Will be used for shortlisting. Max 10

	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 employees speak directly to members of the public the postholder is required to meet the <u>Lower threshold</u> level. You should be able to demonstrate that you can use a wide range of simple words and a standard English sentence structure to express and maintain a flowing conversation even though you pause to think of the correct words with the ability to express and make yourself understood	x

Competency Based Job Profile (Sept 2024)

(this will also be tested during the interview).	
Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of work	x
Uses a range of complex IT packages relating to area of work	x
Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery.	x
Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical /specialist area	x
Able to provide telephone advice and ICT support to end users	x
Knows and understands how to use, interpret, handle and communicate, often complex and detailed information, and relay it to service users/stakeholders in writing and/or over the telephone / face to face.	x
Demonstrates a high level of numeracy, literacy and accuracy across a range of activities	x
Relevant experience requirement: Will be used for shortlisting	
<p>Experience, evidenced by a record of success, of managing a significant organisational function or service in a large multi-disciplined organisation with comparable scope, budgets and resources, including of commercial and financial management.</p> <p>Experience of maintaining partnerships and productive working relationships within a complex policy and service environment with senior managers and councillors, and a wide range of other bodies, such as partner organisations, communities, public agencies and statutory bodies.</p> <p>A proven track record of analysing and providing advice and guidance on local government finance and policy issues including legislative change and horizon scanning.</p> <p>Ability to meaningfully contribute to strategic decision-making, including making evidence-based decisions in a fast-paced environment.</p> <p>Ability to facilitate change and transformation, developing productive and collaborative ways of working with colleagues and stakeholders, leading and motivating others to achieve continuous improvement.</p> <p>Demonstrates an awareness of the Values and behaviours expected from BMDC to promote a positive working environment and culture.</p>	
Relevant professional qualifications requirement: Will be used for shortlisting	
<p>CCAB Professional Accountancy Qualification desirable, or AAT with significant and demonstrable experience or significant Programme or Project management experience in a similar complex environment.</p> <p>Evidence of sustained personal and professional development.</p>	

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.		
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:		
Basic DBS is required.		
Compiled by: Michael Thomas	Grade Assessment Date: 12/09/2024	Post Grade: PO6
Date: 30 July 2024		