CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Finance** | **SERVICE GROUP: Corporate and Strategic Finance** |
| **POST TITLE: Principal Accountant Taxation**  | **REPORTS TO: Strategic Finance Manager** |
| **GRADE: PO4**  | **SAP POSITION NUMBER : 11004619** |

The following information set outs the key duties and responsibilities of this post 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. The competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:**  |
| To act as the Council’s principal advisor on tax matters. To provide professional specialist advice and support on all taxation issues in accordance with professional standards, legislative requirements and Council policies and procedures. To ensure that the Council has appropriate systems and procedures to account for tax correctly and supervise the completion and submission of tax returns.  |
| **Main Responsibilities of Post:**  |
| 1. To promote business solutions ensuring the Council maximises its position, liaising with external advisors as appropriate.
2. To work in conjunction with the Strategic Finance Managers to provide a comprehensive financial service to Strategic Directors and their managers.
3. To ensure the provision of accurate, timely and relevant information, linking it to performance information to support business needs.
4. To identify business solutions whilst ensuring principles of best value, value for money and risk management are embedded in service delivery.
5. To positively support and deliver the vision, values and strategic objectives of the Council’s services through providing constructive and timely advice on Tax matters identifying innovative solutions as appropriate.
6. To supervise the work of other members of the section as appropriate, on the completion of the VAT return and the provision of Taxation advice.
7. Make a major and sustained contribution to develop, drive forward and implement the necessary changes to make the Council an excellent Authority.
8. Liaise with senior managers and external agencies providing professional information and advice on all taxation matters.
9. Represent and promote the Council on Tax 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.
10. Actively seek continuous improvement in the performance and development of the Finance Service and facilitating best value in service delivery.
11. Act as ambassador for the Finance Team by showing professionalism, high personal standards of integrity and courtesy. Promote this culture throughout the organisation.
12. 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.
13. Organise, deliver and participate in Tax training events to improve the skills knowledge and understanding of financial and non-financial managers/staff.
14. To promote fairness and inclusion across all service provision and employment through personal example, open commitment, clear action and direction.
15. Coach and mentor individuals promoting high quality learning, staff development, assisting with career progression and continuous service improvement.
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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 “x” 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 postholder is required to meet  the Lower threshold 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 (this will also be tested during the interview.) | **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.) | **x** |
| Understanding of local government finance. | **x** |
| Report writing and analytical skills. | **x** |
| Awareness of public sector procurement rules. | **x** |
| 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 dealing with taxation issues / legislation issues that impact on the Council’s taxation position. |  |
| Evidence of analysis of private sector company accounts or preparation of private sector company accounts. |  |
| **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. |
| Relevant practical experience in a financial services environment. |
| Preparation of reports and maintenance of financial systems and procedures. |
| Identification of both financial & non-financial risks and the mitigation of Service pressures. |
| Working collaboratively with service and project officers who may have limited financial skills. |
| Persuasive and can work on own or in a team. |
| Effective time management. |
| **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: Updated Celia Yang****Date: 05/08/2025** | **Grade Assessment Date: Reformatted Job Profile**  | **Post Grade: PO4** |