

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

JEGS Reference 00673

DEPARTMENT: Finance	SERVICE GROUP: Finance
POST TITLE: Finance Officer	REPORTS TO: Senior Finance Officer
GRADE: SO1	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 provide financial advice focusing in particular on financial accounting and financial planning for both revenue and capital.

To undertake detailed pieces of accountancy work and to support and advise services in achieving their objectives.

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.

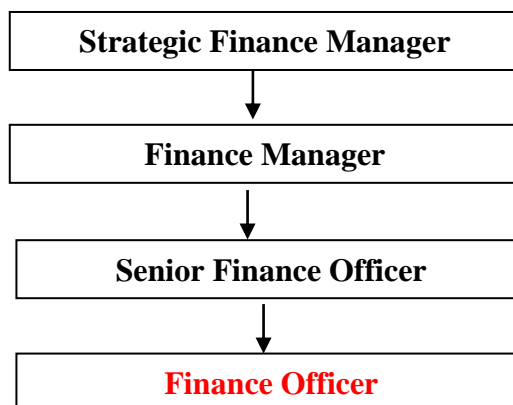
Maintaining appropriate relationships with colleagues in other service areas, external agencies and the community.

Be a first point of contact for the Heads of Service presenting a professional, competent and efficient image of the Finance Department.

Main Responsibilities of Post: Max 15 Bullet points

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 financial 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. Deliver training to service budget holders and other service users.
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.
15. The postholder will be expected to deputise for the Senior Finance Officer and /or Finance Manager on occasions on finance related matters within their areas of expertise as required.

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 (this will also be tested during the interview).	x
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

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

Two 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		
Persuasive and has the ability to work on own or in a team		
Effective time management		
Relevant professional qualifications requirement: Will be used for shortlisting		
Part qualified AAT or have an equivalent qualification		
Evidence of sustained personal and professional development		
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 Date: 11 Sept 2024	Grade Assessment Date: 25/09/24	Post Grade: SO1