

## CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

JEGS Reference 00674

<b>DEPARTMENT: Finance</b>	<b>SERVICE GROUP: Finance</b>
<b>POST TITLE: Trainee Accountant</b>	<b>REPORTS TO: Various Finance Officers</b>
<b>GRADE: Band 7/8</b>	<b>SAP POSITION NUMBER :</b>

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**

Providing financial information and advice to budget managers and senior finance staff; maintaining accounting records, administering and developing financial processes and systems;

Planning and undertaking internal audits under appropriate supervision;

Ensuring that the study requirements of the designated college and the examining body are met.

### **Main Responsibilities of Post: Max 15 Bullet points**

- 1 The Trainee will work in Corporate and Strategic Finance, Management Accounting, Systems and Projects or Internal Audit teams and will move between these areas during their period of study. There will be opportunity to spend time working in finance in the Services Departments or alongside Strategic Finance Managers and Finance Managers for specific services.

- 2 Progression through the bands will be dependent upon the postholder being competent in undertaking duties to a higher level of complexity and a lesser degree of direction and supervision. This will be assessed through the Council's performance management scheme and success in their professional examinations.
- 3 At more senior bands, the Trainee will be competent in a wide range of duties and able to plan their own work. They will be able to use their knowledge to identify solutions to problems that arise in their work.
- 4 The Trainee will complete all programmes of work to deadline, or ahead of deadline, and to the highest level of quality.
- 5 Liaise regularly with internal and external agencies e.g. Government Departments.
- 6 Further progression will need to include experience of presentation, interpersonal and communication skills with a wide range of audiences and in an advisory environment.

**Main Duties – Corporate and Strategic Finance:**

- 7 Work with financial information and a range of financial systems such as Oracle.
- 8 Help maintain the completeness and accuracy of the Council's accounting records in accordance with best professional practice.
- 9 Assist in the preparation of research and reports. At more senior bands the postholder will be expected to prepare reports which are analytical and present costings, options and recommended solutions as necessary.
- 10 Assist with budget setting, monitoring, reconciliation, forecasting, variance analysis and demonstrate an understanding of financial issues.
- 11 Technical accounting including preparation of the closure of accounts, interpretation of accounting developments such as IFRS and capital accounting procedures.
- 12 Assist in completing all grants claims and statistical returns in an accurate and timely manner.
- 13 Provide financial information for inclusion in business cases to achieve savings and other targets.
- 14 Complete day to day maintenance of the general ledger.
- 15 Provide financial advice to a range of clients.

**Structure:**

Senior Finance Officer

Finance Officer

Trainee Accountant

<b>Special Knowledge Requirement. Will be used for shortlisting. Max 10</b>	
	<b>Essential</b>
<b>Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.</b>	
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
<b>Relevant experience requirement: Will be used for shortlisting</b>	
<p><b>Experience</b>  As the trainee progresses through examinations and the workplace development programme the requirements will mirror those of a Level 6 Finance Officer.</p> <p>Some experience of supporting a significant organisational function or service in a large multi-disciplined organisation with comparable scope, budgets and resources.</p> <p>Some experience of successfully contributing to managing, setting and monitoring budgets for services including development of integrated costings systems and methodologies and working with budget holders to re-balance overspends.</p>	

Some experience in commercial and financial management in a multi-disciplinary environment, financial modelling, contributing to research and analysis, preparing reports that are clear and accessible to various audiences, looking for opportunities to demonstrate best practice.

### **Skills**

Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services

Ability to develop rapport and work effectively with a diverse range of people, consulting with, listening to and understanding varying needs

Ability to form sound, evidence-based judgements, find solutions to complex issues and problems, assessing risks and taking responsibility

High degree of self-awareness, with the ability to own mistakes and move quickly to develop contingency and / or mitigation strategies

Ability to inspire, guide, motivate and develop people, to achieve high performance

Ability to listen to and influence others, presenting information and arguments convincingly

IT literate and able to manage information systems as necessary

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

Degree - Graduate or relevant knowledge and experience at entry level

CIPFA Professional Certificate - Progression to higher levels of Level 3

CIPFA Professional Diploma - For progression to Level 4

### **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.

<b>Compiled by: Michael Thomas</b> <b>Date: 30 July 2024</b>	<b>Grade Assessment Date:</b> <b>12 Sept 2024</b>	<b>Post Grade:</b> <b>Band 7</b>
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