

## CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

JEGS Reference 00665

<b>DEPARTMENT: Corporate Resources</b>	<b>SERVICE GROUP: Finance</b>
<b>POST TITLE: Finance Manager (Corporate and Strategic)</b>	<b>REPORTS TO: Strategic Finance Manager</b>
<b>GRADE: PO6</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**

To direct and manage a professional accounting team in the provision of financial and management advice and information to a range of Council services, particularly in relation to Financial Statements, Financial Planning, Capital, Treasury Management and taxation.

To work with the Strategic Finance Manager to ensure the accurate completion of information for the annual Financial Statements.

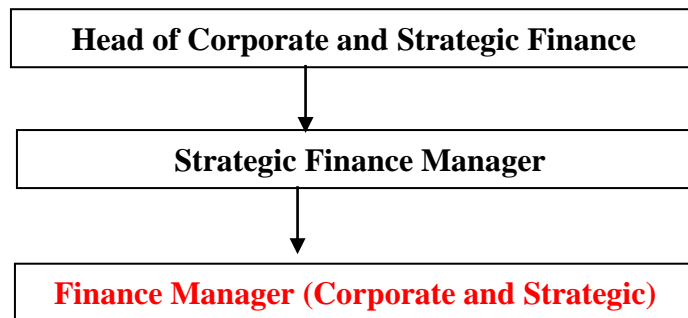
To work in conjunction with the Heads of Corporate and Strategic Finance to provide a comprehensive financial service to Strategic Directors and their managers. To include preparing highly technical financial reports which will lead and guide the Members and Senior Management in making key budget decisions which will directly impact upon Council Tax calculations and borrowing requirements.

### **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 matters identifying innovative solutions as appropriate.
2. Supporting and guiding the Head of Corporate and Strategic Finance and Director of Finance in developing and implementing a robust and sustainable medium to long term capital investment strategy, leading to a capital investment plan which is appropriately funded to secure successful delivery.
3. Working on the closure of all aspects of the accounts. This will include being responsible for sections of the accounts, production of quality working papers and liaising with external auditors. The post holder will also be required to quality review other elements of the Statement of Accounts and have an understanding of the whole closure of accounts process. The post holder may also be expected to work on other parts of the closure of accounts process, depending on the service need at any one time.
4. Ensure the Council follows all statutory and professional accounting regulations and keeps abreast of all new requirements.
5. Provide support, where appropriate, to the Corporate Project Appraisal Group following appraisal of project bids and resource requirements.
6. Anticipate and identify key financial issues and risks affecting the business which require attention, resolve issues with Senior Managers and identify mitigating actions to ensure net expenditure is within budget, escalate to Strategic Finance Manager and other senior colleagues any business issues not resolved by Service Managers.
7. Be an effective liaison point between the Management Accounting team and Government Departments to ensure completion of all statutory returns.
8. With the Management Accounting teams produce 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.
9. Manage financial modelling of new services or changes to existing services including impact from specific legislation /policy changes, assess implications for the Council.
10. Provide support (guidance, encouragement, challenge and advice) to Budget Managers during budget preparation, monthly monitoring, year-end and closure of accounts – helping them to understand the financial information required and processes to be followed.
11. The postholder will be expected to deputise for the Head of Corporate and Strategic Finance and/or the Strategic Finance Manager on all finance related matters and other matters within their areas of expertise as required. The postholder will be required to substitute or deputise for other Finance Managers within the team as required.

12. 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.
13. 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.
14. Represent and promote the Council on finance 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.
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**

	<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	x

**Competency Based Job Profile (Sept 2024)**

work	
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>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>	
<b>Relevant professional qualifications requirement: Will be used for shortlisting</b>	
<p>CCAB Professional Accountancy Qualification desirable, or AAT with significant and demonstrable experience.</p> <p>Evidence of sustained personal and professional development.</p>	
<b>Core Employee competencies to be used at the interview stage.</b>	
<b>Carries Out Performance Management</b>	
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.	
<b>Communicates Effectively</b>	

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:</b> <b>Michael Thomas</b> <b>Date: 30 July 2024</b>	<b>Grade Assessment</b> <b>Date:</b> <b>11/09/24</b>	<b>Post Grade: PO6</b>
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