

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Corporate Resources	SERVICE GROUP: Procurement
POST TITLE: P2P Finance Officer	REPORTS TO: P2P Operations Manager
GRADE: BAND 6	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. **Please see the separate guidance information on how to complete the form located on Bradnet.**

Key Purpose of Post: Max 3 sentences

To assist in providing a comprehensive and effective Purchasing and Accounts Payable service, ensuring the Council is obtaining value for money and prompt, efficient payment of creditors using the Councils purchasing and payments systems.

To follow the Councils purchasing and payments process properly so as not to put the Council at risk and keep the costs of purchasing as low as possible.

To ensure that the Requisitioners purchasing needs are fully understood before placing orders with suppliers.

Assist Requisitioners with invoice Match Queries to ensure prompt payment of invoices

Main Responsibilities of Post: Max 15 Bullet points

- Ensure that the use of associated P2P processes, purchasing practices and associated documentation are used appropriately and accurately including

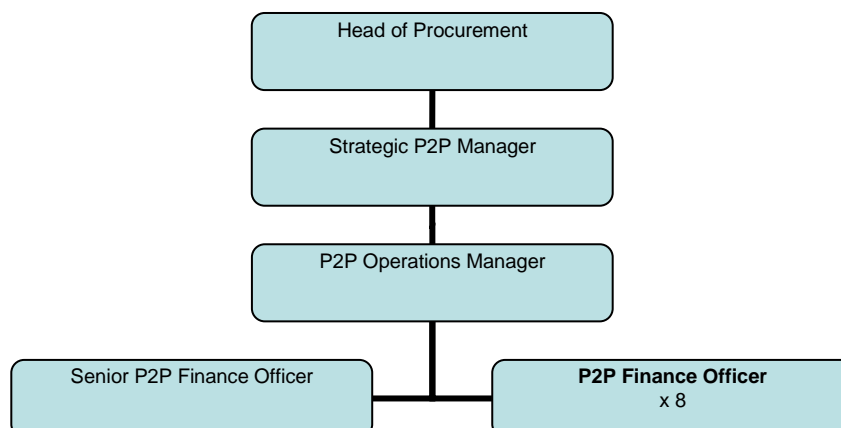
promoting best practice and advising officers around the Council on matters relating to the relevant e-systems, P2P processes and procurement resolving queries directly wherever possible or escalating any issues that can't be dealt with

- Assist in ensuring the Council follows Contract Standing Orders and the Procure to Pay Process
- Create purchase orders on SAP to enable the procurement of goods, services or works, based on approved requisitions
- Place travel and stationery orders in accordance with the corporate contracts obtaining value for money
- Assist in the accurate processing of Accounts Payable invoices, covering all aspects of the functions including scanning, queries, document management, input and all processing aspects of invoices and payment files, despatch of all cheques and BACS remittances
- Investigation and repayment of returned monies
- Assist with ensuring purchase orders are receipted and invoice match queries are dealt with promptly
- Liaise effectively with involved parties including Requisitioners, Procurement Services, managers and suppliers
- Prioritise own workload to meet agreed deadlines and performance management targets in order to improve performance, efficiency and identify training needs
- Investigation and repayment of returned monies
- To develop and maintain a working knowledge of HM Revenues & Customs Construction Industry Scheme legislation, and assist with the administration of the scheme on behalf of the Authority

Generic

- Undertake training and continuous personal development identified as relevant to the post.
- Ensure confidentiality of all information under Bradford Council's Code of Conduct.
- Undertake any duties as appropriate to the grade and purpose of the post as may be required
- To ensure personal compliance with the Data Protection Act and provide appropriate availability of information in accordance with the Freedom of Information Act.

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 post holder is required to meet either the Lower threshold level – where the person is able to demonstrate that they can during the interview: a) Use a wide range of simple words and a standard English sentence structure to express much of what they want to. b) Maintain a conversational flow even though they pause to think of the correct words or sentence structure in order to express themselves.	
Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of work	
Uses a range of complex IT packages relating to area of work	
Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery.	
Knows and understands how to use, interpret, handle and communicate information	
Please add up to five additional knowledge requirements specific to the post.	
Carries out a variety of working practices, rules, procedures and processes across the commissioning & procurement specialist area	
Uses knowledge of procurement policies, procedures and regulations	
Able to provide telephone and email advice to end users	
Relevant experience requirement: Will be used for shortlisting	
The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet either the Lower threshold or Advanced threshold level outlined under Special Knowledge above.	
Relevant professional qualifications requirement: Will be used for shortlisting	
GCSE, (Level A-C in English and Maths) or equivalent, or RSA Level 2 or NVQ Level 2 in Business Administration or equivalent, or 1 Years experience working in Accounts Payable or Purchasing	
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:		
You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.		
Compiled by:	Grade Assessment	Post Grade:
Date:	Date:	