

**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL  
JOB PROFILE**

<b>DEPARTMENT: Corporate Resources</b>	<b>SERVICE GROUP: Financial Services</b>
<b>POST TITLE: Head of Finance – Projects, Systems and Commercial</b>	<b>REPORTS TO: Assistant Director of Finance</b>
<b>GRADE: SpE</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.

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. As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.

<b>Key Purpose of Post: Max 3</b>
<ol style="list-style-type: none"> <li>1. To direct and manage a highly specialist Finance team providing a strategic and operational framework and systems solutions for the delivery of the Council's major corporate projects/ special initiatives and core business service delivery. This will include the provision of flexible, responsive and effective financial information to support decision making based on sound principles which comply with both the Council's and legislative procedures and processes.</li> <li>2. To support the Assistant Director of Finance (and deputise where necessary) in providing leadership and proactive and creative advice whilst contributing towards progressive management and improvement in all the Council's services. This will include effective and strategic leadership of the Council's finance function by being a leading member of the Finance Management Team.</li> <li>3. To promote efficient and effective business solutions through the delivery of financial services, ensuring principles of best value, value for money and risk management are embedded into service delivery.</li> </ol>
<b>Main Responsibilities of Post: Max 15</b>
<ol style="list-style-type: none"> <li>1 To manage, lead and motivate a team of staff who provide a range of specialist functions advising on major Corporate and capital initiatives, and core business controls including the financial systems and the upcoming ERP system upgrade. The team consists of a maximum of 10 staff, the majority of which are qualified CCAB and AAT.</li> </ol>

- 2 To work within broad policy guidelines and objectives with a high degree of discretion and delegated authority. The seniority of the post is such that the post holder is required to demonstrate initiative, high levels of political awareness, professional and managerial competence in carrying out the functions of the post.
- 3 To deal with complex, sensitive and confidential matters on a regular basis. and liaise directly with elected Members and senior management, assistant directors, Trade Unions, senior officers and external agencies, providing professional information and advice on financial matters and control issues. To brief the Director of Finance on matters of a significant or sensitive nature in a timely manner.
- 4 To exercise wide-ranging and extensive authority when applying professional judgement, particularly with reference to technical accounting matters relating to projects, financial management systems and compliance with established policies and procedures.
- 5 To implement decisions in relation to the resources of the Team in line with corporate policies and procedures, as well as delegating and prioritising tasks and duties in order to ensure successful delivery of the service.
- 6 To ensure compliance with the Council's information governance policies by ensuring access to highly confidential, personal, financial and political information, is maintained and does not allow for the is unauthorised disclosure of any information which would prejudice the interests of the Council.
- 7 To positively support and deliver the vision, values and strategic objectives of the Council through the Finance service by providing constructive and timely advice on all financial matters, control issues, innovative solutions to key projects and corporate initiatives. Make a major and sustained contribution to develop, drive forward and integrate the necessary change to influence the Council's improvement.
- 8 Develop and maintain working relationships with Members, senior 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.
- 9 Responsible for communicating corporate goals, values and objectives and all associated tasks relating to health and welfare of staff which will include, carrying out staff appraisal (to ensure key objectives are met), coaching and mentoring in order to assist with career progression and ensure staff operate within a learning culture and ensuring corporate standards are met, for example management of sickness absence.
- 10 Direct and manage the finance team in key areas of activity:
  - Provide strategic financial advice and ensure financial rigour in managing the Council's financial systems and other operations.
  - Provide a range of corporate activities supporting the business functions of the Council such as maintaining/ reconciling corporate control accounts, banking arrangements and completing Government statutory returns.

- Provide timely and accurate information, advice and guidance to elected Members, senior management and service managers to enable them to make appropriate day to day and Strategic business decisions and deliver best value services.
- Ensure quality and consistent financial management by promoting a high performance culture and accountability for delivering to agreed budgets and targets
- To support the Director of Finance in meeting the Council's corporate arrangements for governance and performance management.
- Providing highly specialist, often commercially sensitive information, advice and guidance to elected Members, senior management and project lead officers, working within recognised project management best practice and high professional standards to ensure delivery of projects / initiatives.
- Providing challenge and strategic support on financial matters at all stages during project development through to financial close of major contracts including outsourcings, partnerships, joint ventures, joint-funded or privately funded projects, and transitions to new forms of ownership.
- Contributing to cross cutting corporate projects, working in multi-disciplinary working parties and steering groups.
- Driving forward the implementation of governance and risk management awareness ensuring the principles are embedded in day to day processes.
- Ensuring quality and consistency of financial management by promoting a high performance culture and accountability for delivering objectives.

11 Prepare and present appropriate reports to senior management and elected Members as required. Support the Director of Finance in the approval of reports prepared for Executive and other Committees including Corporate Overview & Scrutiny and Governance & Audit , providing advice and guidance as appropriate.

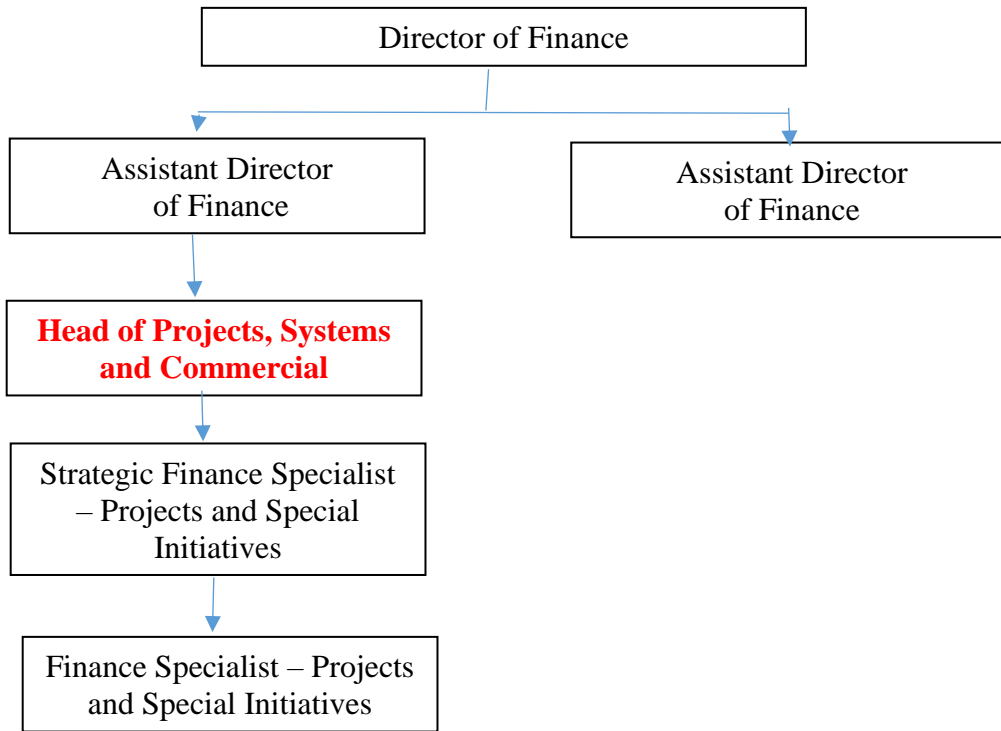
12 Develop an effective interface with the private sector and other partner organisations, managing new ways of working alongside the regulatory framework of the Council.

13 Oversee the maintenance and good governance and practices associated with the Councils current Financial Systems, and oversee the migration to an upgraded financial system.

14 Promote a continuous improvement of the service by:

- Encouraging a creative approach to delivering innovative solutions
- Actively developing the capacity for professional skills and specialised knowledge
- Developing experience and skills in interpreting legislation on a diverse range of financial issues.
- Building the sections capacity and capability to support an excellent advisory service whilst also ensuring that resources are flexibly aligned to meet changing priorities and risks of the Council
- Responding and dealing with poor performance
- Maintaining a contemporary knowledge of relevant guidance.

**Structure :**



**Special Knowledge Requirement: Will be used in shortlisting. Max 10**  
**Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.**

	<b>Essential</b>
Carries out the working practices, procedures and basic operations across finance within the context of the public sector with a considerable depth of knowledge across finance in the local government sector.	√
Significant experience of change management and culture change for the introduction of major projects and systems	√
Identifies risks and establishes appropriate strategies to counter them.	√
Adept at working at both an operational and strategic level, using information systems effectively and possessing sound analytical skills	√

**Competency Based Job Profile Head of Finance – Projects and Systems**

Oversees a budget, keeping costs within agreed levels for own department and contributes to Corporate savings.	√
Intellectual ability to assimilate complex financial information and issues and disseminate to others in an understanding and meaningful way.	√
Demonstrates an expert, functional grasp of all aspects of financial activity with the ability to deliver high level advice on all financial issues.	√
Demonstrates an excellent understanding of the political environment within which local government operates and can evidence managing politically sensitive issues.	√
Demonstrates a thorough appreciation of current and emerging Government legislation & statutory regulations and other key operational initiatives and directives affecting the public sector.	√
Able to work effectively in order to achieve agreed outcomes with partner organisations/stakeholders/professionals from other disciplines/council members	√
Communicates effectively (written/verbal) and with confidence, providing clear, balanced advice and guidance.	√

<b>Relevant experience requirement: Will be used in shortlisting</b>
Extensive (minimum 5 years) relevant experience in a financial management environment, at a senior level, in a large, complex organisation.
Communicates effectively (written/verbal) and with confidence, providing clear, balanced advice and guidance.
Experience of working cooperatively in multi-disciplinary teams to deliver cross-sector/service projects.
Demonstrates a record of achievement in leading, developing and motivating a team of finance professionals, fostering a culture of commitment to secure service improvement.
Superior analytical and technical skills, for example, to work through complex problems, develop financial models, investigate and evaluate options and opportunities, lead commercial negotiations, manage and mitigate risks against a shifting background
<b>Relevant professional qualifications requirement: Will be used in shortlisting</b>
Qualified accountant recognised by CCAB Proven track record of commitment to continual professional development.
<b>Core Employee competencies at manager level to be used at the interview stage.</b>
<b>Carries Out Performance Management</b> – covers the employees 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.
<b>Carries Out Effective Decision Making</b> - 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.
<b>Undertakes Structured Problem Solving Activity</b> - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It

**Competency Based Job Profile Head of Finance – Projects and Systems**

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.

**Management Competencies: to be used at the interview stage.**

**Operates with Strategic Awareness** Our managers work 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.

**Special Conditions:**

You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.

<b>Compiled by:</b>  <b>Andrew Cross – Apr 2024</b>	<b>Grade Assessment Date:</b> <b>Apr 2024</b>	<b>Post Grade:</b>  <b>Special E</b>
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