CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Chief Executive Office** | **SERVICE GROUP: West Yorkshire Pension Fund (WYPF)** |
| **GRADE: Band 6** **Age 16/17 - Year 1 – 55% pa****- Year 2 – 85% pa****Age 18 +   - Year 1 – 80% pa****- Year 2 – 95% pa****Subject to age**  | **REPORTS TO Senior Finance Officer** |
| **GRADE: Apprentice Finance Officer**  | **SAP POSITION NUMBER : 50199976****50199975** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council, West Yorkshire Pension Fund 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 qualification standards required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are 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.

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| **Key Purpose of Post** |
| To undertake an Apprenticeship Scheme within the West Yorkshire Pension Fund for which the main purpose of the role is to:Work within WYPF Finance Team in delivering WYPF statutory financial responsibilities, maintain financial controls by providing a range of transactional and technical accounting services to services within WYPF and CBMDC Corporate Services. The apprentice will follow a programme of training relating to the role and achieve the appropriate skills, competencies and qualifications of the role by the end of the training programme. |
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| **Main Responsibilities of Post** |

1. To provide general clerical, administrative and financial support within the Finance section but also be willing to support more widely in the WYPF when required
2. To support the Funds customers (Members and Employers) and assist the Finance team in providing a quality service to meet the needs of these customers.
3. To build and maintain good working relationships with colleagues and to support with the delivery of financial services.
4. Ensure compliance with LGPS regulations and Financial Regulations.
5. Provision of routine financial information to support reports as required by senior officers
6. The post holder must be flexible to ensure the operational needs of the WYPF are met. This will include the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Fund.
7. Ensure timely receipt of all income due to WYPF, payments made are paid correctly by WYPF, active members data returns are recorded and fully accounted for in the general ledger system (SAP) and pension administrative system (UPM).
8. Monitor employers’ performance on financial activities, data and statistical returns with WYPF.
9. Process, validate and where necessary investigate and correct monthly data returns from employers and post validated monthly data returns and financial transactions on pensions administration system.
10. Take reasonable care of own health and safety and that of others who may be affected by the work of the post holder.
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| **Structure:** |
| **Special Knowledge Requirement.**  |
| **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 both internal teams and external service providers, the postholder is required to meet  the Advanced Threshold level which will be implemented a) Can express themselves fluently and spontaneously, almost effortlessly | X |
| Can show demonstrable experience of working within a team structure whether this be as a core team member and/or as a team leader. This can be in a working or social environment. | X |
| Uses a range of basic IT packages such as Microsoft Word and Excel | X |
| Able to deal with internal and external parties whether communicating face to face, over the telephone, via Teams or via email. | X |
| Demonstrates a high level of numeracy, literacy and accuracy across a range of activities | X |
| **Relevant experience requirement** |
| Able to operate office equipment e.g. telephone, photocopier, fax etc. **and** completes clerical and administrative work with accuracy and attention to detail in a timely manner. |
| **Relevant professional qualifications requirement** |
| A range of GCSE subjects, must include Maths and English, at Grades A-C or be able to demonstrate good literacy and numeracy through assessment before and during interview. |
| **Core Employee competencies to be used at the interview stage.**  |
| **Communicates Effectively**  |
| Able to use effective spoken and written communication skills required and is a feature of the role. It includes exchanging information/building relationships; giving advice and guidance 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.  |
| **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 checkssuch as DBS, Warner Process.**To meet the apprenticeship funding requirements, you must be entitled to work in** **the UK and have been a resident for 3 years.****Please note** that if a candidate possesses a qualification at the same level or at a higher level in the same specific subject area as the advertised apprenticeship, the candidate would not be eligible for apprenticeship funding and therefore must not apply. If unsure please enquire. The Apprentice will train to a level 2 Accounts or finance assistant and level 3 Assistant accountant apprenticeships.The Apprentice must achieve the full apprenticeship framework and qualification by the end of the apprenticeship.  |
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| **Compiled by: K Zuzova****Date: 20/8/2025** | **Grade Assessment** **Date:22/04/2025** | **GRADE: Band 6** |