

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Corporate Resources	SERVICE GROUP: Finance
POST TITLE: Principal Finance Officer Schools	REPORTS TO: Strategic Finance Manager (Schools)
GRADE: PO3/4 Linked grade	SAP POSITION NUMBER: 50105204

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

To be responsible for managing designated Senior Finance Officers and delivering a range of financial accounting and planning services to support both schools, in their management of their delegated budgets, and other Local Authority Departments, to ensure that the Local Authority meets its statutory responsibilities.

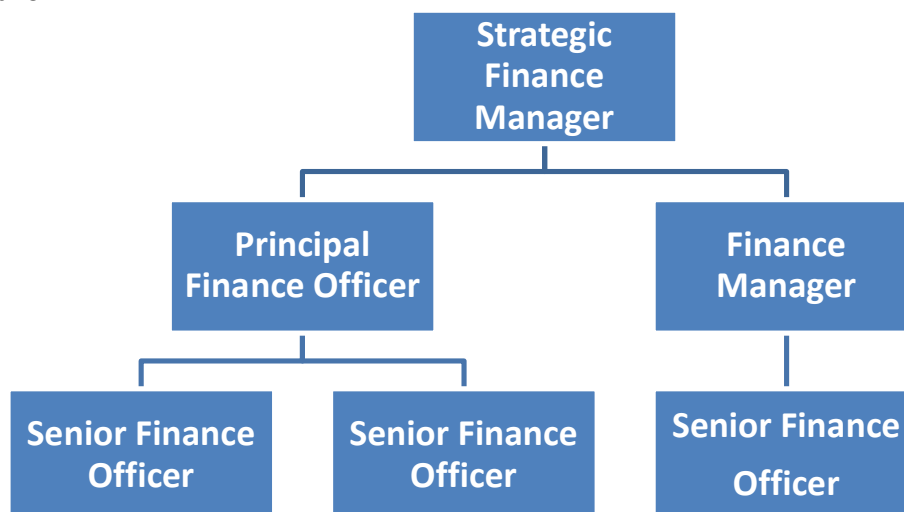
To manage the Local Authority's formula funding scheme, ensuring compliance with statutory regulations, and to calculate and publish funding allocations for schools and other providers.

To support the Strategic Finance Manager (Schools) manage the work of the Schools Forum, including liaising / working with Headteachers and writing and presenting reports.

Main Responsibilities of Post: Max 15

1. To provide professional advice to ensure that correct accounting procedures and policies are followed by schools and that robust and accurate financial records are maintained.

2. To manage designated statutory funding and finance processes, ensuring that all elements of these processes (including statutory returns) are completed according to deadlines.
3. To guide and support designated Senior Finance Officers in the discharge of their daily duties.
4. To deliver and review / maintain designated elements of the Local Authority's Dedicated Schools Grant (DSG) scheme of funding, incorporating the management of consultation and work within formula review groups.
5. To provide accurate policy briefings and data, information and financial modelling, in order for senior managers and the Schools Forum to take informed decisions on funding issues.
6. To lead on the day-to-day management of school funding and accounting matters, responding to queries, 'problem solving', liaising with senior officers in other Council Departments and Schools.
7. To build and maintain good working relationships with school finance managers e.g. through attendance of Business Manager Forum meetings.
8. To analyse budget and monitoring returns submitted by schools, in order to ensure their accuracy, and to take responsibility for following up more complex issues with Headteachers and school financial managers.
9. To deliver the Authority's protocols and processes that are in place for approving and monitoring deficit budgets and reducing surplus carry forward balances in schools. To provide appropriate levels of support and challenge to schools, which are in deficit or hold excessive surpluses.
10. To oversee the management of local school bank accounts.
11. To oversee the financial closedown of maintained schools that convert to academy status and other financial reconciliations relating to school accounting and to take the lead in investigating and resolving variances.
12. To organise, deliver and participate in training and induction events to improve the skills, knowledge and understanding of financial and non-financial staff. This includes the provision and review / refresh of written materials and training courses.
13. To take overall responsibility for the completion of a number of key tasks, which are 'cross team'. To supervise the completion of these activities where these are delegated to Senior Finance Officers.
14. To support the development of and to deliver 'traded services' to schools.
15. To carry out any other duties, and to assist other staff in the performance of their duties, as may be required, which are reasonable in terms of the nature and level of the post.

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.

	Essential
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
Carries out the working practices, procedures and basic operations across finance within the context of the public sector with a considerable depth of knowledge of school's finance and funding.	X
Identifies risks and establishes appropriate strategies to counter them.	
Uses a range of specialist ICT systems across own work area and or across other areas of work.	
Demonstrates expert knowledge of schools finance and funding with the ability to deliver high level advice on all financial issues.	
Uses, interprets, analyses and communicates complex information from a variety of sources.	X
Generates innovative ideas and practical solutions to complex financial problems.	X
Promotes, leads and implements change to improve processes and increase productivity	

Relevant experience requirement: Will be used in shortlisting
Extensive relevant experience of:
working in a financial environment, in a senior position
compiling and monitoring budgets
statistical, financial and data collection, analysis, interpretation and presentation
using Microsoft Excel at an advanced level as part of work activities
training staff in financial procedures and systems
Relevant professional qualifications requirement: Will be used in shortlisting
Professional finance qualification, degree
Core Employee competencies at manager level to be used at the interview stage.
Carries Out Performance Management – covers the employees 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 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 managers 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.

Compiled by:
Andrew Redding

Grade Assessment
Date:

Post Grade: PO3/O4

Date: September 2026