CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

|  |  |
| --- | --- |
| **DEPARTMENT: Finance** | **SERVICE GROUP: Corporate and Strategic Finance** |
| **POST TITLE: Principal Advisor Systems** | **REPORTS TO: Finance Manager - Systems** |
| **GRADE: PO4** | **SAP POSITION NUMBER: 50075765** |

The following information set outs the key duties and responsibilities of this post 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.

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. The competencies will be used at interview stage and will not be used for short listing purposes.

|  |  |
| --- | --- |
| **Key Purpose of Post:** | |
| To lead on the development of the Council’s Finance systems, ensuring the most effective and efficient use of processes and maintaining accurate financial data.  To promote business solutions ensuring the Council maximises its position, liaising with external advisors as appropriate.  To provide professional advice and support on all systems and procedures in accordance with professional standards, legislative requirements and Council policies and procedures.  To supervise the work of other members of the section as appropriate.  To deputise for the Finance Manager – Systems.  To promote and deliver training to finance staff on all system matters. | |
| **Main Responsibilities of Post:** | |
| 1. To positively support and deliver the vision, values and strategic objectives of the Council’s services through providing constructive and timely advice on all financial systems and processes of a financial nature. 2. Develop and maintain working relationships with senior managers 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. 3. Represent and promote the Council on system 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. 4. Promote the department of finance by showing professionalism, high personal standards of integrity and courtesy always. Promote this culture throughout the organisation. 5. Must be flexible to ensure the operational needs of the Council 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 Council. 6. To promote fairness and inclusion across all service provision and employment through personal example, open commitment, clear action and direction. 7. Coach and mentor individuals within the team, promoting high quality learning, ensuring the development of staff and continuous service improvement. 8. Provide training events to improve the skills, knowledge and understanding of officers throughout the Council. 9. Responsible to the Finance Manager - Systems but working on own initiative in a highly specialised field 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, political awareness, professional and supervisory competence in carrying out the functions of the post. 10. Expected to liaise directly with senior managers, project directors, senior officers and external agencies, providing professional information and advice on all system matters. 11. Authority to act on matters of professional judgement, particularly with reference to technical accounting matters, financial management systems and compliance with established policies and procedures. 12. Expected to deal with complex, sensitive and confidential matters on a regular basis. 13. Will escalate matters of a significant or sensitive nature to the relevant parties. 14. Actively develop the capacity for keeping up to date on professional skills and specialised knowledge. | |
| **Structure:** | |
| **Special Knowledge Requirement: Essential for shortlisting.** | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a “Y” 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 post holder is required to meet the Advanced Threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public, (e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview’s:  a) Can express themselves fluently and spontaneously, almost effortlessly.  b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language. | **x** |
| Uses, interprets, analyses, communicates complex numerical information. | **x** |
| Understanding of how financial services contribute to effective service delivery. | **x** |
| Departmental or service-based experience (not restricted to local government.) | **x** |
| Understanding of local government finance. | **x** |
| Report writing and analytical skills. | **x** |
| Awareness of public sector procurement rules. |  |
| Ability to use a range of financial systems and applications. | **x** |
| Ability to use spreadsheet and word-processing packages. | **x** |
| Experience of spreadsheet models or manipulating data extracts. | **x** |
| Evidence of analysis of private sector company accounts or preparation of private sector company accounts. |  |
| **Relevant experience requirement: Essential for shortlisting** | |
| Dealing with officers at all levels and various disciplines being articulate and a good listener with good communication skills both oral and written. | |
| Three years practical experience in a financial services environment. | |
| Preparation of reports and maintenance of financial systems and procedures. | |
| Identification of both financial & non-financial risks and the mitigation of Service pressures. | |
| Working collaboratively with service and project officers who may have limited financial skills. | |
| Persuasive and can work on own or in a team. | |
| Effective time management. | |
| **Relevant professional qualifications requirement: Essential for shortlisting** | |
| CCAB Professional Accountancy Qualification (or equivalent) desirable, or AAT with significant and demonstrable experience. | |
| **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 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 managerswork 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:** | | |
| N/A | | |
| **Compiled by: Updated Tracey Kay**  **Date: 05/09/2025** | **Grade Assessment Date: Reformatted Job Profile** | **Post Grade: PO4** |