

## CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

<b>DEPARTMENT: Childrens Services</b>	<b>SERVICE GROUP: Childrens Social Care</b>
<b>POST TITLE: Business Support Finance Officer (Children's)</b>	<b>REPORTS TO: Business Support Team Manager</b>
<b>GRADE: Band 8</b>	<b>SAP POSITION NUMBER : Various</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. 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**

The post holder will be responsible for financial administration tasks and support systems within their designated service area undertaking tasks such as, but not limited to, the completing of payments for interim in lieu of benefits, income maintenance, grants (including Unaccompanied Asylum Seekers) and families in an emergency and / or set up, receipt and make payments for goods and services.

The postholder will be required to provide prompt, accurate and effective financial information and advice to foster carers, placements and accommodation, colleagues, management, other public sector bodies and external agencies.

The post holder will complete any other administrative duties in line with the role and as required by the Service.

**Main Responsibilities of Post: Max 15 Bullet points**

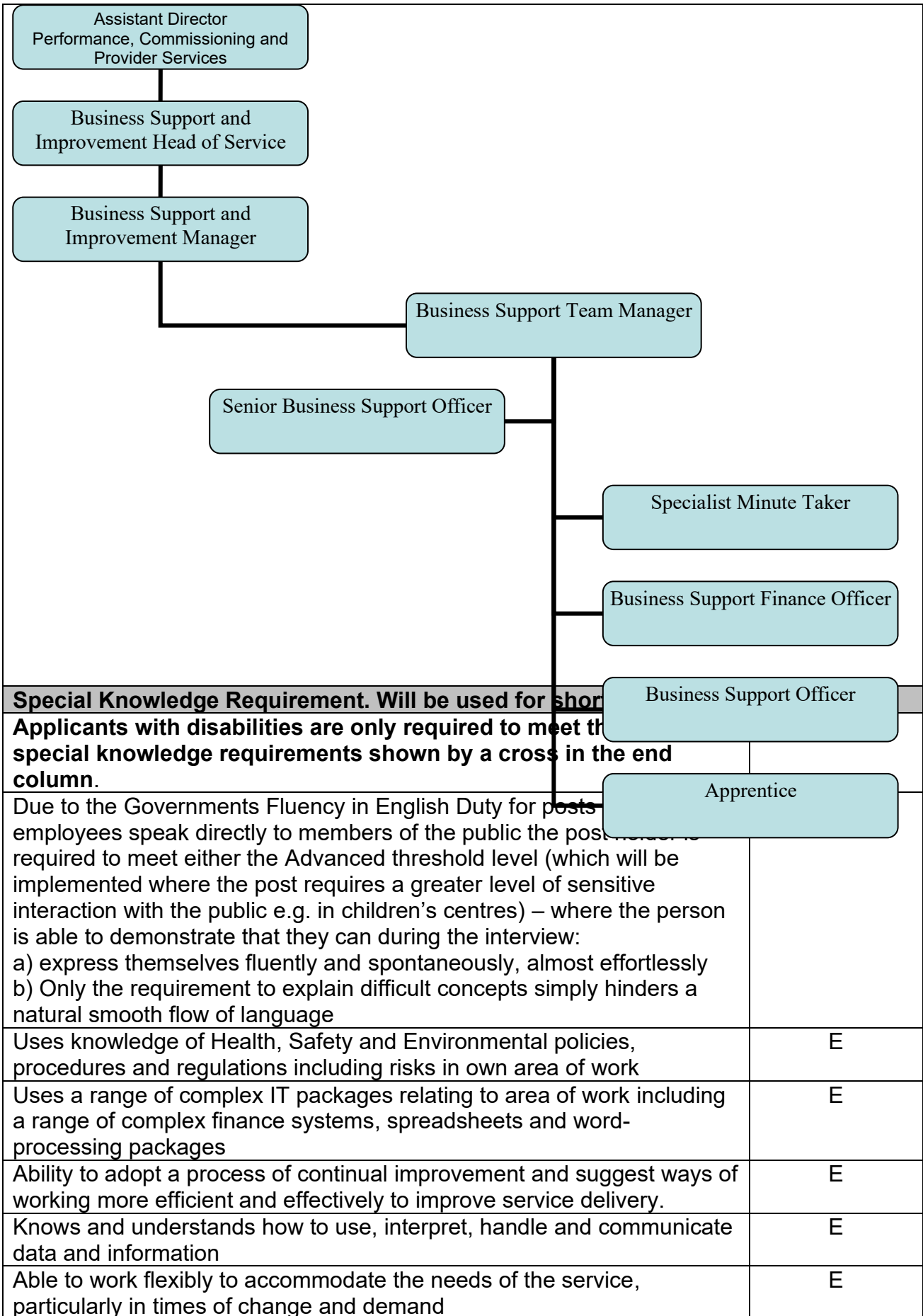
To provide an effective financial service for Children's Services and the Council, Duties include:

1. Overseeing changes that affect payments; both underpayments and overpayments using both internal financial systems and manual calculations to resolve payment discrepancies
2. Processing interim payments to families as required such as in lieu of benefits, for income maintenance, grants, unaccompanied asylum seeker payments, emergency family payments, invoices for goods and services and any other payments as required by the service
3. Set up and promote BACs payments as a priority and in times when this is not possible, make emergency cash payments to young people and families and supporting in setting up BACs for any future payments
4. Performing Certifying Officer duties, including conducting all Imprest Holder duties, such as ensuring that claimants have followed set guidelines and that all monies are signed for, deciding whether or not a payment should be made, overseeing secure storage of all documentation and receipts, check balances, and liaising with Support & Cash Control, as well as additional duties including changing the Imprest amount up to delegated limit, adding or removing Imprest holders, deciding whether inappropriate expenditure can be allowed as an exception, and reporting discrepancies in the amount of cash held.
5. Using SAP/Financial Systems to process and raise invoices, keep customer data up to date and process payments including setting up external vendors and internal payroll vendors following the Services' policies and procedures, as well as processing miscellaneous payments. Additionally, using ContROCC to process and monitor single and ongoing payments, and process invoices, as well as calculating payments for entry onto LCS, and correcting/notifying staff of submission errors.
6. Setting up, processing and monitoring of charity funding, contracts and grants, exceptions to requirements competition of different authorisation leaves, contract variations and undertaking end of year closure works
7. Arrange travel and accommodation for practitioners and transport for children and families, processing payments for these goods and services
8. Act as Financial Systems Champion in supporting and guiding colleagues with their financial administrative tasks, and as SAP Champion, supporting colleagues and management with SAP access authorization and navigation.
9. Maintain and help to create spreadsheets and databases to provide accurate data in line with service user guidelines and procedures where it is not possible to be stored on current in-house Systems, and work with IT colleagues in on finding a solution to limit the number of standalone systems where possible

10. Providing financial and performance information to assist in the completion of internal and external financial and performance reports including producing and sharing accurate key documents such as annual statement of earnings and interim statements, as well as performing Year-End calculations and processing tasks, including liaising with other departments to ensure end of year accounting is accurate and submitted within specified deadlines.
  
11. Communicating with clients (sometimes distressed and/or angry) and professionals face to face, over the phone and in writing in dealing with enquiries. Where possible and when required, record information and / or pass on enquires as per departmental procedures
  
12. Liaising with other sections/departments to verify information and/or seek authorisation for action as well as participating in the 'annual uplift' in payments; working to a deadline with other teams to achieve this
  
13. Participating in any specialist groups, contributing to the resolution of issues and assist in the development of new procedures to address new issues or operational methods, such as the development of new finance systems
  
14. To participate in in-service training and other training programmes as required, and maintain personal and professional development in order to meet the changing demands of the post, particularly relating to Financial Information Security protocols. This will include participating in the training of new members of the Team.
  
15. Any other administrative duties as required by management

**Structure: Under review**

**Competency Based Job Profile**



## Competency Based Job Profile

Able to implement, maintain and manage accurate information retention systems both manual and computerised	E
Able to deal with internal and external customers, face to face, over the telephone and in writing	E
Able to maintain financial systems and procedures; including a proven ability to provide momentum to the delivery of improved financial processes	E
Able to work with complex numeric information including the ability to work proactively to prevent overpayments of fees and allowances	E
<b>Relevant experience requirement: Will be used for shortlisting</b>	
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.	
Minimum of 3 years' financial administrative experience using the relevant software to input and extract information for a variety of different stakeholders	
Excellent IT skills in the use of a variety of software for data handling and transmission, particularly Microsoft Excel	
Excellent communication and customer service skills at all levels	
Excellent attention to detail	
Knowledge of Information and Financial Systems	
<b>Relevant professional qualifications requirement: Will be used for shortlisting</b>	
English and Maths Grade A-C or 9-4 or equivalent.	
RSA Level 2 or NVQ Level 2 in Business Administration or equivalent	
<b>Core Employee competencies to be used at the interview stage</b>	
<b>Carries Out Performance Management</b>	
Covers the employee's 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 includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.	
<b>Operates with Dignity and Respect</b>	
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.	
<b>Working Conditions:</b>	
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.	
<b>Special Conditions:</b>	

## Competency Based Job Profile

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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>Revised by Rebecca Simmonds</b>  <b>Date: December 2022</b>	<b>Grade Assessment</b> <b>Date: 15 March 2023</b>	<b>Post Grade: Band 8</b>
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