

JOB PROFILE

DEPARTMENT: Finance and Resources	SERVICE GROUP: Finance
POST TITLE: Senior Finance Officer	REPORTS TO: Principal Accountant
GRADE: PO2 Linked Grade progression	SAP POSITION NUMBER : TBA

The following information is furnished to help Trust staff and those people considering joining the Bradford Children and Families Trust 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.

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 Trust 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:
<ol style="list-style-type: none"> 1. To provide a professional finance and management information service to services / departments throughout the Trust ensuring principles of best value, value for money and risk management are embedded in service delivery. 2. To undertake complex pieces of accountancy work and to support and advise services in achieving their objectives. 3. To support the Finance Team and promote the delivery of an excellent service to customers. To communicate in an informed confident, polite and understanding manner with all clients and customers.
Main Responsibilities of Post:
<ol style="list-style-type: none"> 1. Listen to service customers and provide timely information and advice, offering solutions as required. 2. To research and maintain specialised knowledge in various financial disciplines to provide expert advice to and on behalf of the Trust. 3. To develop good working relationships with colleagues to support the delivery of financial services and showing at all times professionalism and respect.

4. To promote fairness and inclusion across all service provision and employment through personal example and open commitment.
5. To take reasonable care of own health and safety and that of others who may be affected by the work of the post holder.
6. To carry out any other duties as may be required, which are reasonable in terms of the nature and level of the post.
7. Ensure that all budgeting and year end accounting procedures are complied with including the operation of financial policies and controls, Financial Regulations and Standing Orders.
8. Prepare, analyse and interpret financial and other service performance information to influence and enable managers to make the correct operational decisions.
9. Support service areas and budget holders by providing a comprehensive financial support service which will include budget profiling and forecasting with links to performance management information. Prepare and present reports as required.
10. Represent the Principal Accountant and Finance Business Partner on internal working groups and project teams.
11. Ensure the Trust's income and expenditure is correctly accounted for in line with legislative requirements and Council policies and procedures.
12. Organise, deliver and participate in training events to improve the skills, knowledge and understanding of financial and non-financial managers.
13. Undertake more complex financial activities within the Finance Business Partnering Team, including working on corporate projects, government and other returns and multi-disciplinary working parties.
14. Supervision of finance officers and apprentices as and when required.
15. Promote continuous improvement by:
 - Maintaining knowledge of relevant guidance
 - Ensure quality and consistency of financial information
 - Promoting governance and risk management awareness and the maximising of resources to improve value for money.

Special Knowledge Requirement: Essential for shortlisting.

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column

	Essential
Uses, interprets, analyses, communicates complex numerical information.	X
Understanding of how financial services contribute to effective service delivery	X
Children's Social Care or other 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	X
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 of financial services
Preparation of reports and maintenance of financial systems and procedures
Working collaboratively with service and project officers who may have limited financial skills
Staff management
Persuasive and has the ability to work on own or in a team
Effective time management
Relevant professional qualifications requirement: Essential for shortlisting
AAT or equivalent professional qualification
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 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 the Trust'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: Neil Hardwick	Grade Assessment Date: Reformatted Job Profile	Post Grade: PO2 Linked grade progression
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