

JOB PROFILE

DEPARTMENT: Finance and Resources	SERVICE GROUP: Finance
POST TITLE: Principal Accountant	REPORTS TO: Finance Business Partner – Finance Business Partnering Team
GRADE: PO5/PO6 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 (BCFT) to understand and appreciate the general work content of their post and the role they are to play in the organisation. However, the following points should be noted:

1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
2. Officers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. BCFT is an Equal Opportunities Employer and requires its employees to comply with all current equality policies, both in terms of equal opportunity for employment and access to the Trust's services.
4. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment for disabled job applicants or continued employment for any employee who develops a disabling condition.

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.

Prime Objectives of the Post
<ol style="list-style-type: none"> 1. To work in conjunction with the Finance Business Partner to provide a comprehensive financial service to Directors and their managers. 2. To prepare financial reports for Directors and their management teams. These reports to be consolidated into revenue monitor reports to the Executive Leadership Team and Board.

3. To ensure the provision of accurate, timely and relevant information, linking it to performance information to support business needs.
4. To identify business solutions whilst ensuring principles of best value, value for money and risk management are embedded in service delivery.
5. To develop and promote more effective ways of delivering the financial service to meet the needs of business users.
6. To promote the finance function by making an effective contribution to the Finance Business Partnering Team.

Supervisory/Managerial Responsibilities

1. To manage, lead and motivate staff who provide professional, high level financial advice to senior management.
2. To deputise for the Finance Business Partner as required.

Supervision and Guidance

Responsible to the Finance Business Partner, working within broad policy guidelines and objectives 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, high levels of political awareness, professional and managerial competence in carrying out the functions of the post.

Expected to liaise with ELT members, assistant directors, senior management, Trade Unions, senior officers and external agencies, providing professional information and advice on financial matters and control issues.

Range of Decision Making

Expected to make recommendations to senior management on implementation of financial policies and strategies involving professional judgement.

Advise managers in making decisions on long term strategic financial planning, change management and organisational developments as they impact on service delivery.

Wide-ranging and extensive 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.

Expected to deal with complex, sensitive and confidential matters on a regular basis, using own initiative to reach creative solutions to shape service delivery.

Decisions in relation to the allocation of financial resources required to meet organisational needs including commissioning arrangements.

Will notify Business Advisor and Assistant Director Finance & Resources of matters of a significant or sensitive nature.

Responsibility for Assets, Materials, ETC:

Access to highly confidential, financial and political information, the unauthorised disclosure of which would prejudice the interests of the Trust.

Computer hardware and software and other equipment within the department.	
Contacts:	
Internal	External
ELT members Assistant Directors Heads of Service Other Managers	Other Local Authorities Partnership organisations Government departments/forums External Auditor/Audit Commission and other review agencies Professional bodies and institutions
Range of Duties:	
Principal Accountabilities – generic Operations <ol style="list-style-type: none"> 1 To positively support and deliver the vision, values and strategic objectives of the Trust through providing constructive and timely advice on financial matters identifying innovative solutions as appropriate. 2 Make a major and sustained contribution to develop, drive forward and implement the necessary changes to make the Trust an excellent organisation. 3 Develop and maintain working relationships with senior management, senior officers, other managers, external agencies and peer groups working corporately and cooperatively to ensure the Trusts services are at the forefront of innovation and change. 4 Represent and promote the Trust on finance 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. 5 Actively seek continuous improvement in the performance and development of the Finance Team and facilitating best value in service delivery. 6 Act as ambassador for the Finance Team by showing professionalism, high personal standards of integrity and courtesy at all times. Promote this culture throughout the organisation. 7 The post holder must be flexible to ensure the operational needs of the Trust 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 Trust. People <ol style="list-style-type: none"> 1 Organise, deliver and participate in training events to improve the skills knowledge and understanding of financial and non financial managers/staff. 	

- 2 To promote fairness and inclusion across all service provision and employment through personal example, open commitment, clear action and direction.
- 3 Responsible for carrying out staff appraisals including the implementation and monitoring of staff development plans and appraisal targets.
- 4 Coach and mentor individuals promoting high quality learning, staff development, assisting with career progression and continuous service improvement.
- 5 Assist in the recruitment and selection of staff.
- 6 Responsible for the welfare, health and safety of staff within a designated area of responsibility, ensuring corporate standards are met; management of sickness absence being a key priority.

Resources

Ensure compliance with Financial Regulations, Standing orders and all other accounting procedures and financial controls.

Information

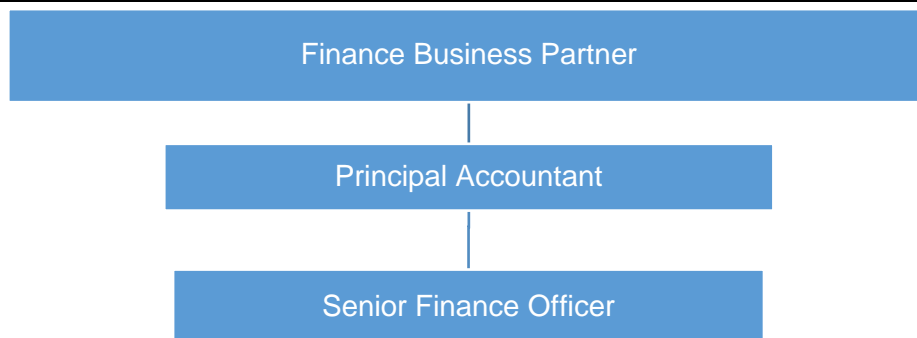
Provide information to staff, keeping them informed of corporate goals, values and objectives and any further information to support decision-making.

Principal Accountabilities - Specific

- 1 Support and manage the activities of the Finance Business Partnering Team in the key areas of:
 - Providing a comprehensive, professional financial support service to managers and budget holders which will include budget profiling and longer term forecasting and planning
 - Providing advice that reflects the Trust's policies, statutory and financial procedures and relevant legislation.
 - Ensuring information is timely, accurate and supports the service in achieving its corporate and service objectives for both revenue and capital spending.
 - Providing innovative solutions to support service delivery needs
 - Preparing service budgets, in liaison with business advisors that comply with the requirements of the Trust's budget process.
- 2 Provide advice to the Business Advisor and Assistant Director for Finance & Resources on issues affecting service delivery.
- 3 Provide a high quality finance service which is continually open to improvement and further development by reviewing, challenging and overseeing the implementation of change.

- 4 Drive the performance improvement agenda to link financial and performance management including risk management to ensure the production, research and analysis of quality management information.
- 5 Prepare and present reports to Senior management across the Trust as required.
- 6 Represent the Finance Business Partner and Assistant Director for Finance & Resources on internal working groups and project teams.
- 7 Supporting managers to achieve a shared understanding of the Trusts priorities and the importance of local strategic partnerships in the delivery of high quality services.
- 8 Promote continuous improvement by:
 - Encouraging a creative approach to delivering innovative solutions.
 - Actively developing the capacity for professional skills and specialised knowledge and raising competencies in financial management across the organisation.
 - Building the section's capacity and capability to support an excellent advisory service whilst ensuring that resources are aligned to meet the changing priorities and risks of the Trust.
 - Responding to and dealing with poor performance.
- 9 To support the Finance Business Partner to line manage the Finance Business Partnering Team, ensuring that all employees operate within a productive, safe environment and 'learning culture', which is conducive to continuous improvement and consistent with IIP and High Performance People management.

Structure:



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

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	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 public sector accounts or preparation of year end accounts	X

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
CCAB or part qualified.
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 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: Neil Hardwick	Grade Assessment Date: 10-June-09 Reformatted Job Profile	Post Grade: PO5/PO6 Linked grade progression
Date: 8-Apr-24		