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| |  | | --- | |  | | **Financial Systems Analyst - Senior Officer**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | |
| Post Title: Financial Systems Analyst  **Service Area: Data Services/ IT systems**  **Directorate: Corporate and Support Services** | Salary Grade: SO1 |
| **Post Reports to: Systems lead**  **Post Responsible for: Financial systems administration team** | |
| **PRINCIPAL DUTIES & RESPONSIBILITIES:**  We are seeking an ambitious and skilled individual to join our Financial Systems Team.  This is a wide-ranging role that supports the continuous improvement of our current systems and technology and the Council’s ambitious digital transformation program. You will be part of a team supporting ongoing development of financial systems and platforms including Ledger, Procurement, Income Management and BACS.    We are expecting you to be able to hit the ground running with your interest and aptitude for all things IT and generally exhibit the following qualities:     * Good problem solving skills * Ability to take initiative and ownership as required * Communicate effectively with both internal and external stakeholders * Work in a fast paced environment * Prioritise workload to meet deadlines * Be a self-starter capable of problem solving using your own initiative, making use of online information, training, forums blogs etc.   **Experience:**    You will have experience of Financial Systems support and development covering some of the following areas:   * Income Management * Procurement * Financial Ledger * BACS Payments and Direct Debits * Interfaces and integration between systems * Helpdesk system to prioritise workload and manage resource * Supporting the procurement, design, implementation of new projects * Agile methodology     The financial systems we currently use are:   * SAP ECC 6.0: FI/CO, SD, AP, AR * Civica Pay * PECOS or similar e-Procurement solution * C-Series BACS payment system or similar * MS Office Suite       **The role:**     * Provide technical support to Financial Systems users * Create functional and technical specifications, user guides and training documentation * Implementing new features, modules, applications – leading design and build. Upgrades and implementations * System maintenance, bug fixes, security fixes * Deputising for systems lead in all areas * Quality assurance implementation and audit compliance * Business Analysis work, requirements gathering, reviewing options and preparing associated documentation * Project management/ technical lead on systems projects * Line management and supporting other team members, mentoring, coaching and training * Working with the business to understand processes and review how systems can support continued efficiencies   To contribute to the key aims and objectives of the organisation, both within the post holder’s specific remit, across the section and Council as a whole.   * **Seeing the big picture** * Identifying issues and trends which might affect your service and ensuring activities are aligned to service priorities. * Developing a shared understanding and knowledge of your own and other CSS service areas. * **Changing and improving** * Responds to issues requiring a good understanding of work-area and policies and procedures. * Takes ownership of issues to ensure they are addressed providing explanations but seeks advice on difficult or complex matters. * Resolves difficult operational problems in a thorough and timely manner. * Encourages ideas from others to develop solutions to problems. * Identifies issues, considers risks and develops solutions through in-depth information gathering and analysis. * Prioritises work, taking into account own work area and needs of larger work area but escalates any issues concerning demand and capacity to deliver. * **Makes effective decisions** * Makes objective decisions at the appropriate level guided by procedures and practices requiring some interpretation. * Makes decisions on issues and priorities for own area of responsibility and provides advice and feedback to support accurate decision making. * Analyses and interprets a range of data sources to inform decisions and ensure that resolution is achieved through reference to a variety of policies, procedures, and past practices. * Monitors and deals with confidential issues using discretion and judgment. * Makes recommendations to solve and resolve problems. * Ensures compliance with established standards. * **Leading and communicating** * Provides line management and leadership of function teams as appropriate. * Communicates, interprets and trains others (where appropriate) on directorate and corporate policies or an appropriate professional specialism seeking support on unfamiliar areas. * Communicates in a succinct and engaging manner using appropriate styles, methods and timing including digital channels to maximise understanding and impact. * Recognises the contribution and achievement of others. * Conveys information to others and takes steps to ensure understanding. * Tailors communication to different audiences. * **Collaborating and partnering** * Establishes relationships with a range of stakeholders to support the delivery of directorate and Council outcomes. * Generates a shared focus and understanding and shares information in a clear and concise manner at times involving others. * Deals with conflict in a prompt, calm and constructive manner. * Supports collaborative team working across the directorate and Council. * Provides impartial and objective advice where appropriate, addressing and resolving issues within a political environment. * **Building capability for all** * Identifies and addresses capability and development requirements of self and others to deliver current and future work. * Supports others to achieve challenging goals. * Delegates to and follows up on work of others. Trains others regarding policies and procedures. * Provides guidance and training to less experienced staff. * Identifies and resolves issues in own workgroup. * Seeks and acts on feedback to evaluate and improve individual and team performance, facilitating ideas for change. * **Achieving commercial outcomes** * Works with commercial experts to support alternative delivery models and more efficient outcomes, balancing cost and quality. * Works with colleagues and partners to improve service delivery. * Analyses and uses information to assess costs, benefits and risks of different delivery models. * **Delivering value for money** * Supports effective use of resources and recommends actions to achieve value for money. * Supports an increased awareness of cost and performance management. * Follows appropriate financial and contract monitoring procedures to ensure deliverables are achieved. * **Managing a quality service** * Creates and updates manuals and internal procedures. * Uses project management skills and techniques to achieve outcomes, identifying risks and mitigating actions. * Develops and maintains systems to review service standards to provide quality and value for money. * Works with teams to set priorities, goals, objectives and timescales and develops plans to improve service quality. * Ensures confidentiality and compliance on Councils procedures for data and information management.   **10. Delivering at pace**   * Supports and where appropriate supervises teams to achieve agreed goals and objectives. * Demonstrates a positive approach and maintains focus on priorities. * Takes responsibility for delivering expected outcomes, recognising the contributions of others. * Plans ahead, regularly monitors and evaluates workloads and priorities to adapt to changing situations. | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

**ANNEX CSS Senior Officer Grade 1 (Generic)**

This Annex provided a brief overview of the range of activities that may be undertaken by this role within each function.  It is not a comprehensive list of activities.

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| **Function** | **Activities** |
| Business Support | * + Line management of ‘hubs’   + Managing deployment of staff and relationship with the service area (this may necessitate group supervision)   + Operational management of business continuity for Business Support   + Health and safety/building management (in consultation with Estate and Asset Management)   + Production and maintenance of the office manuals (procedures/practice)   + On the ground business process re-engineering to ensure efficiencies   + Management and deployment of Apprentices   + Part of Directorates Service Management Teams (as appropriate)   + Interpretation of technical specifications for work programmes to guide and direct support staff   + Ensuring Business Continuity Frameworks are adhered to   + Monitoring, reporting and overseeing financial transactions for the service areas which are being supported |
| Estate and Asset  Management | No roles currently proposed to be deployed at this grade within this function |
| Finance | * + Work as part of a team delivering an effective, efficient, professional financial and risk advisory service to the Council.   + Support nominated heads of service to manage and monitor their financial resources, forecasting complex budget scenarios and training budget holders to understand their financial position and to undertake less complex monitoring independently.   + Assist in ensuring that the Internal Audit Service adds value to the Council's operations and complies with the Public Sector Internal Audit Standards.   + Carry out high risk system and risk-based reviews of controls within a variety of financial and non-financial systems, audit of client functions, grant claims, contracts, value for money studies, financial irregularity and corruption investigations.   + Provide a quality insurance claims handling service for claims estimated up to a specified value, as prescribed by the Corporate Director, Corporate and Support Services.   + Interpret results of claim investigations, applying the circumstances to legal precedence, research case law and quantify damages including the collation and assessment of a range of factual information.   + Deal directly with the authority’s instructed solicitors in the event of litigation.   + Ensure accurate reconciliation of the Council’s bank accounts to the to the ERP system.   + Assist in the operation and management of the Council’s daily payments runs.   + Oversee the Council’s compliance with the Construction Industry Scheme. |
| Information and Communication | Offer technical expertise and advice on a range of the following:   * Application and Systems management. * System development using .NET or equivalent. * ICT design, installation & procurement services. * ICT support services. * ICT Infrastructure technologies, covering Servers, Virtual Servers, Storage Area Networks and Data Centre operations. * Network infrastructure including WIFI, telephony including VoIP and mobile convergent solutions, VMware and Cisco Call Manager. * Maintenance and support of desktop, mobile equipment, PC hardware, printers, and peripherals. o ICT security standards and legislation. |

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|  | * Data and information management. o Communications. o Council and Partner media. * Press relations. * Support the evaluation of opportunities within the IT and Communications industries. * Support the implementation and maintenance of business systems throughout the Council. * Participate in business process re-engineering projects throughout the Council. * Support the development of communications campaigns and strategies with measureable results that support agreed priorities and change behaviours. * Create compelling and innovative communications from standard briefs. * Develop and deliver multi-platform communications strategies to support agreed priorities. * Undertake comprehensive system testing on new systems and integration with other systems in use throughout the Council. * Take briefs, obtain quotations and communicate estimates accurately; ensuring customer needs are translated into timely, value for money and effective finished products from external suppliers. * Act as the first point of contact for customers requiring print solutions and managing the estimating, invoicing and procurement of print materials.   Lead administrator of the Council’s business systems. To include:   * Use Crystal Reports, MS Access and other business intelligence tools to develop  management information reports. * Implement system changes and upgrades. o Lead on maintaining data quality and validation. * Devise secure data entry protocols. |
| Legal and  Governance | * + Work as part of the Function delivering an effective, efficient and professional legal service to the Council’s property portfolio. This will include handling land purchase and sale transactions, commercial property leases, CPO property work and providing legal advice to the Council’s property holding departments.   + Providing advice, guidance and training to all Council departments, partner organisations and schools in relation to Freedom of Information and Data Protection matters.   + Dealing with subject access requests and all relevant matters regarding information management. This includes assisting the SIRO with FOI requests and dealing with Data Protection disclosures. |
| People and  Organisational  Development | With supervisory responsibilities and the requirement to delegate for more senior staff, these roles will require a high degree of technical expertise and in-depth knowledge it at least one of the following specialisms:     * + Recruitment, Resourcing and Service Transformation   + Information, Advice and Guidance and Transactional Support   + Technical Payroll and Pensions   + Policy, Compliance and Employee Relations   + Employee wellbeing, engagement and equalities   + Workforce and Organisational Development   + Business Transformation, Development and Quality Assurance     In addition these staff will be required to deputise for their line manager and undertake some pastoral management care.  Indicative tasks and activities likely to be undertaken by people deployed into these roles are likely to include a number of the following:     * + Deliver a programme of workforce develop activity in a designated area of responsibility, liaising with the commissioner of these services where appropriate   + Ensuring that customer expectations are managed and their needs are reflected in planning activity and prioritisation of resources |

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|  | • | Providing information, advice and guidance to managers on issues relating to their service area |
|  | • | Providing effective pensions advice and ensure that our policies, procedures and systems remains compliant and fit for purpose |
|  | • | Contribute to issues relating to Business Continuity and civic resilience as required |
| Policy,  Performance and  Reform | •  • | To form the intelligence core of the Function  To produce and maintain portfolios of information and activity to a high standard, and to draw on these portfolios to make recommendations as necessary |
|  | • | To undertake defined pieces of work in the areas of:   * + Change management o Project management  o Performance management  o Data management / business intelligence   + Consultation and engagement o Complaints resolution  o Policy development |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Knowledge of Financial Systems | Essential |
| Demonstrable experience of testing and implementing new systems/ modules | Essential |
| Experience of working in collaboration with stakeholders to implement change and deliver key projects. | Essential |
| Experience of analysing data and reviewing processes to evaluate options and provide solutions, problem solving | Essential |
| Experience of training and supporting new users | Essential |
| Experience of working in an agile environment with effective project management and Business Analysis skills. | Essential |
| Excellent oral and written communication skills with a confident presentational style | Essential |
| Excellent organisational skills and ability to respond to sudden unexpected demands, prioritising workloads for yourself and the team. | Essential |
| Delivering services that are focussed on customer needs | Essential |
| Able to make effective decisions and present arguments/facts to help others make decisions | Essential |
| Experience of managing projects achieving objectives to time and quality | Essential |
| Experience of working in a local government, public sector or similar environment. | Desirable |
| Effective interpersonal skills working with colleagues to negotiate and influence to achieve positive outcomes. | Essential |
| TO BE INCLUDED WHEN THE ROLE IS COVERED BY THE FLUENCY DUTY (SEE GUIDANCE ON ENGLISH LANGUAGE REQUIREMENT ON CONNECT)  The ability to converse at ease with service users/customers and provide advice in accurate spoken English. | Essential |