

# Job Profile

Position Details	
Post	Management Information Officer
Service Area	AD SSC (Shared Service Centre) / SSC Finance / Purchasing & Compliance
Reports to	Head of Financial Administration
Grade	PO2
Job Family	To be completed by HR

Role Purpose
<ol style="list-style-type: none"> <li>1. To provide management information and data analysis using various tools across the council e.g. Councils financial solution system</li> <li>2. To provide advice and guidance on management information across the council</li> <li>3. To ensure statistical information is maintained to produce accurate reports on the procure to pay and customer to cash lifecycle</li> <li>4. Produce and Publish management information as required under the public financial regulations, public contract regulations and the Transparency Act e.g. Invoice payment statistics and council spend</li> <li>5. Ensure targets are achieved in line with SLA's</li> <li>6.</li> </ol>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. Design and develop statistical management reports on Council expenditure, payment processes, compliance, risk register and transparency which will inform decision making, strategy and resource requirements in relation to Council objectives</li> <li>2. Develop and manage reports for external publication or sharing with collaborative partners</li> <li>3. Identify, analyse and interpret trends or patterns in complex data sets making recommendations for action to senior managers and Officers</li> <li>4. Ensure data integrity and confidentiality are maintained at all times and is reported in the appropriate format for user</li> <li>5. Initiate and lead the development of supply market analysis including trend and opportunity analysis in purchasing</li> <li>6. Ensure the Chartered Institute of Public Finance and Accountancy CIPFA returns are completed with accuracy and on time</li> <li>7. Use technical knowledge of a broad range of reporting tools such as the Office of National Statistics, industry specific indices, SAP, Business Warehouse, P-Card Statements and ProcureTrak, to manage an appropriate spend analysis of P2P</li> </ol>

8. Respond with in timeframes to ad-hoc requests for information, including Freedom of Information and Members' Enquiries and to distribute these reports as required; managing any subsequent enquires
9. Design, implement and continuously improve the data collection, validation and analysis processes and templates at all stages of the 'Procure to Pay' and 'Customer to Cash' cycle
10. Deal with customer enquiries in line with the council's customer service standards using various types of technology e.g.: V Fire
11. Be customer focused, look for solutions and be able to communicate effectively to relevant stakeholders
12. Take ownership for getting things done efficiently and effectively
13. Participate in all council staff management and development processes including appraisals, my conversation, finance forum etc.

#### Generic Responsibilities

- Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
- Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
- Knowledge and experience of using IT.
- To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.
- Accept that the Council operates in a continuously changing environment and actively seek out how services can be improved.
- To understand and demonstrate the Council's values in all aspects of your work & seek to co-operate with others to achieve shared goals

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<ol style="list-style-type: none"> <li>1. Previous experience in the use of an ERP financial systems e.g. SAP/Agresso/Oracle is essential</li> <li>2. Experience of setting up and reporting on Key Performance Indicators (KPI) and Service Level Agreements (SLA)</li> <li>3. Experience of developing, implementation and management of data systems to support performance management</li> <li>4. Understanding of legislative requirements for information governance and confidentiality</li> <li>5. Ability to identify solutions based on logical and systematic interpretation of data</li> <li>6. Ability to research, produce and prepare clear and concise reports in a variety of formats</li> </ol>	

<ul style="list-style-type: none"> <li>7. Experience of Freedom of Information request handling</li> <li>8. Advanced Excel skills</li> <li>9. Excellent communication and analytical skills</li> <li>10. Ability to exercise initiative and good judgement in delivering a customer-focused quality service that delivers Council aims and objectives</li> <li>11. Demonstrate an appreciation of diversity and a commitment to equality of opportunity in service delivery and employment matters</li>   <li>12. Minimum of GCSE level Mathematics (or equivalent) plus demonstration of an aptitude for analytical work</li> </ul>	

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ul style="list-style-type: none"> <li>1. Council Officers</li> <li>2. SSC senior management</li> <li>3. Suppliers/Vendors</li> <li>4. General Public</li> <li>5. Finance team</li> </ul> <p><u>Other Information:</u></p>

Organisational Structure
Please provide organisation structure chart.

Additional Information

Please complete the additional information as fully as you can

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
<b>x</b>				
Are the staff based at the same work location?				<b>N/A</b>
Will the post holder be responsible for contract / agency / project staff?				<b>N/A</b>

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.  
If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	YES	30%	Use of a computer.	YES	70%
Audio typing.	YES		Crisis or conflict situations.	YES	
Walking more than a mile.	NO		Manual handling.	NO	
Working alone or in isolation.	NO		Working in confined spaces.	NO	
Driving a car, van or minibus.	NO		Preparing or serving food.	NO	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	NO		Working in awkward positions, e.g. stooping, bending, reaching.	NO	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	NO		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	NO	
Regular and repetitive movements.	NO		Working shifts / unsocial hours, nights.	NO	
Outdoor work involving uneven surfaces.	NO		Standing or sitting for prolonged periods.	NO	
Working shifts / unsocial hours / nights.	NO		Working at heights / on ladders, roof work.	NO	
Teaching, or responsibility for, children.	NO		Outdoor work involving extremes of temperature.	NO	
Electrical hazards.	NO		Control and restraint.	NO	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

**Council Laptop & Headset**

Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:

Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:

**No**

Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:

**No**

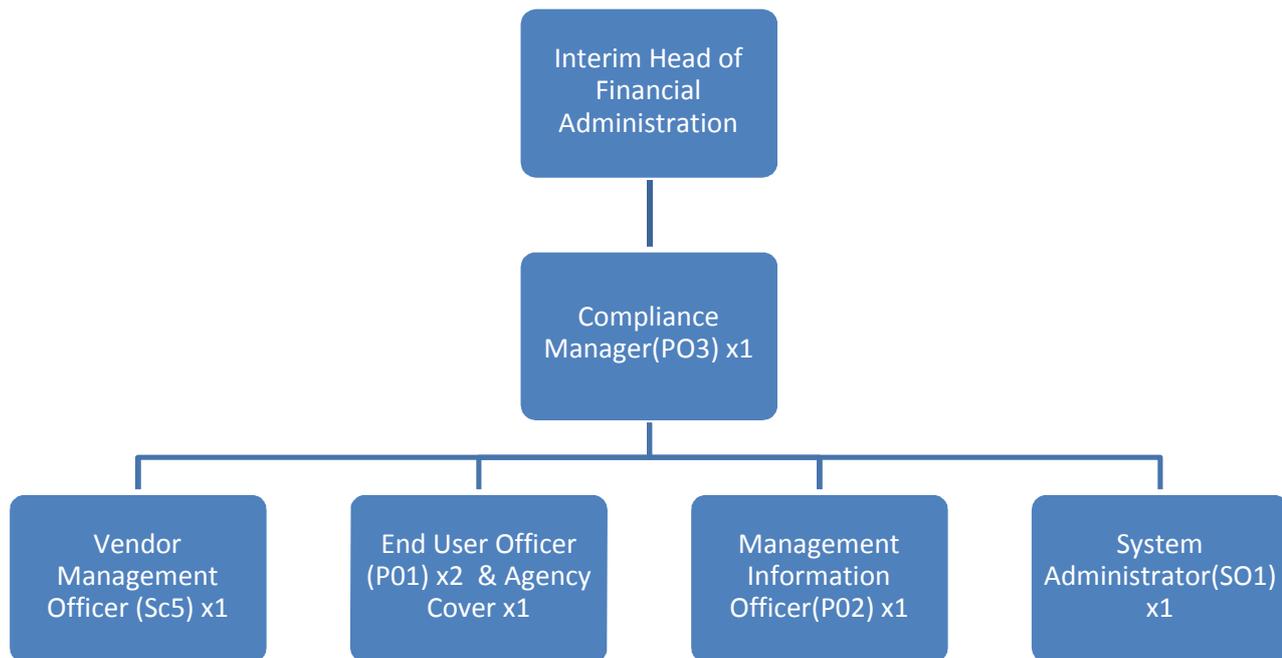
**Data Systems** - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes, please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

**YES** The post holder will have access to multi ERP managed systems throughout Haringey Council ie SAP, Northgate, Mosaic etc. The role of the officer will be to obtain information from these systems,

**Buildings** - Is the post personally accountable for the proper use and safekeeping of buildings? If yes, please indicate the type of building(s) concerned and the nature of the accountability:

**No**

### Current Structure



### Proposed Structure

