



## **JOB DESCRIPTION**

**JOB TITLE:** Technical Advisor

**BAND:** C

**LOCATION:** Home + a designated office London, Birmingham, Chester, Edinburgh

**RESPONSIBLE TO:** Senior Policy & Networks Manager/ Head of Policy & Technical

### **OVERALL OBJECTIVE:**

Within an integrated team of financial and policy experts, support the planning, development and delivery of a wide range of professional support services designed to support practitioners across public service bodies.

### **KEY TASKS:**

- Research, plan, develop and support the delivery of technical products and services .
- Identify, prepare and/or commission research, publications, documents, articles, analysis and guidance for practitioners.
- Support the planning, development and delivery of a programme of national\regional events, briefings, workshops and regular webinars using a range of platforms to ensure practitioners gain information, practical guidance and up to date advice on current matters.
- Actively engage in events and workshops, develop programmes, identify speakers, network with members, liaise with facilitators and deliver presentations and speak at conferences as appropriate throughout the UK.
- Where required deliver training\consultancy opportunities tailored to individual organisations .
- Work collaboratively with colleagues across CIPFA to provide a customer focused service.
- Support the professional secretariat services (as required) to designated boards and panels

### **GENERAL TASKS:**

- provide general advice to both service/network members and non-members as required
- participate actively in personal development and up-dating activities
- comply with CIPFA policies and procedures
- contribute to the promotion of CIPFA.
- Undertake any additional duties as required by own line manager, the Head of Policy & Technical and Director of Public Financial Management.

### **MANAGEMENT RESPONSIBILITIES:**

- The postholder has no management responsibilities

### **BUDGET RESPONSIBILITIES:**

- The postholder has no budget responsibilities.

## **PERSON SPECIFICATION**

### **EDUCATION AND TRAINING:**

A relevant professional accountancy qualification (ie CCAB)	Essential
Degree	Desirable

### **EXPERIENCE OF:**

Financial management in a public service environment.	Desirable
Practical experience of communicating complex information to fellow professionals, senior managers and customers.	Desirable

### **KNOWLEDGE & SKILLS:**

A robust and up to date knowledge of financial management and financial reporting and understanding of the key challenges facing public service bodies.	Desirable
Willingness to develop and maintain effective relationships with customers, subscribers and stakeholders in a digital environment	Essential
Experience of drafting reports and copy writing	Essential
Good communication and networking skills.	Essential
Good IT skills with a good working knowledge of MS Office and an aptitude to learn and utilise modern digital platforms.	Essential

### **PERSONAL ATTRIBUTES:**

effective communicator sensitive to client needs and aspirations.	Essential
Flexible and open to change.	Essential
Professional and organised approach.	Essential
An effective team player who will stop at nothing to offer colleagues help and support.	Essential