

City of Edinburgh Council job description

Post title	Finance and Procurement - placement
Directorate	Customer and Corporate Services
Service	Finance and Procurement
Responsible To	*Depending on placement, rotation is expected
Number of post holders	3

Purpose of job

To support the delivery of Finance and Procurement services while undertaking a structured placement programme designed to develop skills, knowledge and experience within a local government environment.

Working under supervision, the postholder will assist with a range of finance, procurement, improvement and business support activities and contribute to projects and initiatives that support the Council's strategic priorities, financial sustainability and organisational transformation.

The placement is intended to provide practical experience and development opportunities whilst creating additional capacity to support service improvement, research, innovation and project delivery across Finance and Procurement.

1. The what - major tasks and job activities

2. Assist colleagues with the collection, organisation and presentation of financial, procurement and performance information.
3. Support project teams by gathering information, undertaking research and assisting with administrative activities.
4. Assist with maintaining records, spreadsheets, databases and other information systems.
5. Support the preparation of reports, presentations, briefing materials and other documents.
6. Assist with the monitoring and analysis of financial, procurement and performance information under guidance from colleagues.
7. Support service improvement, transformation and innovation activities across Finance and Procurement.
8. Assist with benchmarking exercises, data gathering and research into best practice.

9. Support the implementation and testing of new systems, processes and digital tools.
10. Attend meetings, workshops and training activities and contribute appropriately.
11. Work collaboratively with colleagues across Finance and Procurement and other Council services.
12. Provide administrative and project support to teams delivering Council priorities and improvement programmes.
13. Develop an understanding of local government finance, procurement, governance and public service delivery.
14. Support excellent customer service and contribute positively to the Council's values and behaviours.

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making

- Demonstrate a willingness to learn and develop new skills and knowledge.
- Be able to communicate effectively with colleagues and stakeholders.
- Be able to organise information accurately and maintain appropriate records.
- Contribute effectively as part of a team and build positive working relationships.
- Be able to manage their workload and complete tasks within agreed timescales with appropriate support and guidance.
- Demonstrate an interest in public services, finance, procurement or organisational improvement.
- Use Microsoft Office and other digital tools to support service delivery and project activities.
- Follow Council policies, procedures and guidance and handle information appropriately.
- Contribute positively to a culture of continuous improvement, learning and collaboration.
- Have Higher level qualifications and be currently undertaking study towards a degree.

Environment - work demands, physical demands, working conditions, work context

- The role will work within a professional office and hybrid working environment and will receive support and guidance from experienced colleagues.
- The role will involve working on a variety of tasks and activities across Finance and Procurement and will provide exposure to a range of services, projects and organisational priorities.
- Flexibility and dedicated time will be provided to allow for development and learning.

Supervision and management of people

The postholder will not have direct supervisory or management responsibility.

Resources the job holder will be responsible for

- The postholder will have responsibility for the appropriate use of Council equipment, systems and information required to undertake their duties.
- The postholder may have access to sensitive financial and procurement information and must comply with all relevant Council policies and procedures relating to information governance and confidentiality.

Additional information - health and safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager.
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).