

Job Description

Job Title	Finance, Compliance and Operations Officer
Directorate	Neighbourhoods & Housing
Service Area	Leisure, Sport, and Recreation
Grade	5
Competency Level	1
Salary	£28,770 - £33,024
Job Type	Hybrid
Location	Business First
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	A8401

Job Purpose

Effectively process and maintain MSP's financial transactions and records.

Support the Finance, Compliance and Operations Manager (FCOM) in undertaking finance and compliance requirements to maintain effective financial controls over MSP.

Support the FCOM in the efficient functioning of MSP and its office through a range of administrative and clerical duties.

Directly Responsible For:

Not applicable

Directly Responsible To:

Finance, Compliance & Operations Manager (FCOM)

Main Areas of Responsibility:

- Procurement of goods and services in accordance with Liverpool City Councils Financial Standing Orders and best value.
- Efficient management of information, ensuring budgets are reconciled with SAP monthly and any queries raised with Exchequer Management or FCOM.
- Ensure accurate budget information is available to MSP team, act as point of contact for their queries, providing information and solutions when necessary.
- Support the FCOM in preparing, maintaining, evidencing, and monitoring all Grant Funding Compliance information relating to contracts and Partnership Agreements with third parties. This includes ensuring all conditions have been adhered to and in the correct time frame.
- Support the FCOM in preparation for MSP's independent audit of all budgets allocated to MSP.
- Processing of authorised invoices for payment submission and collection of payment in accordance with Liverpool City Councils Financial Standing Orders.
- Plan, organise and coordinate meetings (online and face to face) including sending invitations, organising and preparing agenda's, collating and distributing papers, taking and distributing minutes, ensuring that the whole process runs smoothly and that every administrative aspect is covered.
- Support the FCOM in the management of office accommodation in line with Liverpool City Councils Financial Procedures, which includes but not exhaustive of contracts, IT, telephones, cleaning, utilities, health, and safety.

- Receive and provide appropriate responses to a range of enquiries and correspondence both written and verbal from a wide range of internal and external partners at first point of contact. When necessary direct to the appropriate member of the team.
- Maintain adequate office supplies, taking responsibility for stock monitoring and ordering.
- Update and maintain information in IT systems, including local and corporate IT systems, google workspace, spreadsheets and databases to be able to produce appropriate outputs, e.g. reports.
- To support with general admin duties as required by the team.
- To support the gathering of data and information from across MSP's network that will provide intelligence to support planning and strategic decision making, particularly around financial resources.
- Support the organisation with gathering documentation of evidence to achieve and maintain service and quality standards, such as Safeguarding, Equality and Health and Safety.
- Support the organisation in continuing to achieve high levels of Governance, linked to all grant funding
- To support the Senior Leadership Team of MSP to apply MSP's Strategy and contractual commitments to Sport England and other Funders.
- To support the Senior Leadership Team of MSP to deliver compliance with Sport England's Tier 3 code of governance.
- To support the Senior Leadership Team of MSP to uphold and embed the MSP values and culture into the everyday of the organisation.
- To participate in all aspects of training and personal development, using learning opportunities to develop personal skills necessary to improve effectiveness, efficiency and delivery of service.

Supervision and Management Responsibility:

- No supervisory or line management responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact..
- Monitor 1.3 million budget to ensure team remain within it whilst challenging them to deliver increased efficiencies where possible and alert FCOM of variances.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- You will be required to sit stationary and use a computer for sustained periods of time.
- Occasional manual handling of everyday supplies and resources.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.

- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- 5 GCSEs including Maths and English at grade C or above, or equivalent (A)

Desirable

- To have achieved or be working towards a business administration, business finance, bookkeeping, accountancy, or other recognised professional qualification directly aligned to the requirements of the role

Experience

Essential

- Experience in the procurement of goods and services including the raising of purchase orders (A/I)
- Experience of arranging a variety of meetings, preparing agendas, arranging venues, circulation of pre agenda items, taking and distributing accurate minutes and outcomes from meetings (A/I)

Desirable

- Experience or knowledge of raising and processing invoices
- Experience or knowledge of audited grant claim procedures

- Experience of using corporate financial accounting software packages e.g. SAP
- Experience or knowledge of the preparation of year end budget closure reporting and preparation for audit
- Experience or knowledge of Google Workspace tools eg. mail, drive and sheets
- Experience in general administrative and office management duties

Skills/Abilities

Essential

- Good numeracy skills - able to calculate/check/produce figures/statistics where required (A/E/I)
- Ability to communicate effectively both orally and in writing in a manner, which is clear, fluent, jargon-free and readily understood by colleagues and customers at all levels (A/E/I)
- Good organisation skills with the ability to manage time and own workload, taking responsibility for completing tasks accurately within timescales (A/I)
- Ability to contribute to a team working environment, demonstrating a flexible and collaborative approach and a clear understanding of team working (A/I)
- Self-motivated: Able to use own initiative and work with limited supervision, actively problem solving and implement solutions in a focussed and positive way while understanding the need to consult with line manager on occasions. (A/I)
- Demonstrate a good methodical approach to tasks with the ability to pay close attention to detail with a strong sense of ownership and accountability (A/E/I)
- Effective IT skills with ability to confidently use different systems to produce documents, presentations, reports and emails and to input and retrieve data and information from these systems (A/E/I)

Desirable

- Ability to identify improvements to processes and systems and to share the recommendations with the wider team
- Ability to handle confidential and/or sensitive information with appropriate discretion
- Ability to understand relevant policies and procedures, as they affect the role, and the quality standards and outputs required in the job

Commitment

Essential

- A strong team player able to work flexibly and support colleagues with specific projects or tasks to meet the needs of the organisation (A/I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- A commitment to upholding the 7 Nolan's Principles of Public Life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Other

Essential

- Willingness to travel to meetings, training, conferences etc when required (A/I)

Desirable

- Willingness to work occasional evenings/weekends if required to support colleagues