Job Description

Job Title	Head of Financial Performance and Insight
Directorate	Finance and Resources
Service Area	Finance
Grade	13
Competency Level	4
Salary	£80,881 - £86,688
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	

Job Purpose

This is a key role delivering “centre of excellence” financial services for management and project accounting that delivers high quality, financial performance reporting for revenue and capital budgets, budget holder “self-service” support, and advice and business case appraisals, including forecasts, financial analysis, risk management and financial modelling to support decision-making with the oversight and leadership of the Strategic Finance Business Partners.

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The role will also provide a Strategic Finance Business Partnering service to Support Service Directorates under the leadership of the Finance Director Business Partnering.

The postholder will work collaboratively with the Strategic Finance Business Partners and the Head of Financial Strategy.

Directly Responsible For:

The post holder will have line management and budget responsibility for approximately 30-35 FTE, providing effective management and leadership to staff within these teams, including all aspects of performance management and staff development.

In addition, the post holder has matrix management responsibilities for a variety of staff, including outside of financial management roles, and that includes developing, allocating and assessing the work of others carried out across a variety of different work streams.

Directly Responsible To:

Director of Finance – Technical and Strategic (Deputy S151)

Main Areas of Responsibility:

Management Accounting and Reporting

- Lead the full management accounting cycle including monthly and year end close, forecasting, variance analysis, savings tracking and financial risk identification to corporate deadlines and standards
- Provide self-service support and advice to budget holders, ensuring compliance and high standards of financial governance, and supports non-financial managers through training and guidance

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- Business partner low risk, low complexity budgets as defined by the Director of Finance Business Partnering and also provide Strategic Finance Business Partnering to Support Service Directorates
- Produce core financial outputs used by the Head of Financial Strategy, Strategic Finance Business Partners and senior leadership
- Ensure forecasting accuracy, robust financial performance reporting and early identification of pressures and mitigations and supports budget development
- Provide financial information and analytical insight to Strategic Finance Business Partners, who use it to support directorates

Financial Performance, Insight, and Benchmarking

- Lead the development of financial insight, KPIs, dashboards and performance analytics in consultation with Strategic Finance Business Partners
- Provide strong financial information that underpins the advisory work of Strategic Finance Business Partners
- Maintain high-quality corporate reporting, including risks, pressures, opportunities and trend analysis working closely with the Head of Financial Strategy
- Oversee benchmarking of performance, cost and activity data to support value for money and decision-making to be taken forward by Strategic Finance Business Partners

Project and Programme Accounting

- Lead project accounting for revenue and capital projects, including financial modelling, business cases and options appraisal and risk analysis techniques
- Provide high-quality financial information and insight for major programmes and transformation projects

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- Oversee financial monitoring of the capital programme including profiling, slippage, funding and outcomes

Leadership

- Provide excellent leadership across financial performance and insight teams, within a climate of continuous improvement and value for money ensuring performance is maximised across the whole service, being accountable for the efficient deployment of staff resources, conducting appraisals and upholding standards and competencies
- Provide leadership ensuring clear direction, strong communication, and effective staff development
- Ensure capacity, capability and resilience across teams, embedding high standards and professional development
- Drive a culture of high performance, customer service, continuous improvement and value for money
- Collaborating with and supporting the Council's internal and external auditors as required addressing issues identified within internal audit reports related to the financial management improvements, taking appropriate action
- To develop innovative ideas and solutions to ensure the council has robust financial arrangements in place underpinned by a strong approach to the Finance Business Partner model across Finance
- Establishing robust and consistent financial management practices within services, promote probity, efficiency, high performance and overall value for money, learning from best practice elsewhere identifying and addressing training needs

Financial Governance, Controls, and Compliance

- Ensure compliance with Financial Regulations, Contract Standing Orders, the Constitution and other statutory requirements

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- Promote strong financial control, probity and consistency across directorates
- Continuously improving and developing key financial systems and processes, ensuring consistent and robust implementation across the Council, while aligning them with the service requirements
- Lead management accounting contributions to preparation of year-end, annual accounts and ensure working papers are delivered to agreed corporate deadlines and standards
- Oversee accurate and timely completion of grants returns as required and other relevant information for their submission
- Work constructively with Internal and External Audit to address issues and embed improvements
- Ensuring consistent completion of all regular finance processes and tasks in line with the established operating model throughout the Council
- Coordinating and completing statistical and other returns for submission to Central Government and other relevant bodies

Stakeholder Engagement and Working Relationships

- Provide financial information, analysis and insight to the Head of Financial Strategy, Strategic Finance Business Partners, Corporate Directors and senior officers
- Support Strategic Finance Business Partners with high-quality data, modelling and performance information to enable effective business partnering with Directorate services
- Provide clear and accessible financial information for Members, including reports and briefings
- Engage with external advisors, partners, audit bodies and regional networks to share learning and improve practice

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Additional Responsibilities

- Support the implementation and organisational readiness for the replacement of the Council's SAP ERP system
- Contribute to continuous improvement in financial planning, treasury management processes and financial controls
- Provide leadership for improvements in Financial Management across the council and for the operating model of the Finance function
- Support the development of both financial and non-financial management policies (e.g. procurement), explain to others how these policies might be applied and when necessary, advise on adaptation of these policies to ensure compliance with changing external financial management regulations
- Procurement and management of contracts including for financial systems within the service to ensure VFM and compliance in procuring and the opportunities for efficiencies are identified and taken in relation to price and activity

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing your own functional cost centre budget, time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

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- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Provide line management and budgetary control over a team of c.30 FTE
- Support and advise budget holders to manage within limited and reducing resources
- Support and advise senior budget holders to manage financial risk and protect the financial health of the Council
- Explore different options for funding and income generation in support of the MTFS
- Shared accountability for setting and delivery of a Capital programme over £400m and a net revenue budget over £700m.

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:

- The post holder will be required to use display screen equipment and sit at a desk for prolonged periods of time

Corporate Responsibility:

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

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- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Commitment to managing people well and in line with the Council's People Plan
- Business continuity, emergency planning and risk management
- Participation in the tactical/out of hours rota
- 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: **Level 4**.

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

- Educated to degree level or equivalent (A, I)
- CCAB/CIMA professional qualification and full membership or equivalent experience in a similar environment (A, I)
- Evidence of continuous professional development which reflects commitment to effective management in a large organisation (A, I)

Desirable

- Management qualification or on the job experience supplemented with relevant training

Experience

Essential

- Extensive senior-level experience within a large and complex organisation, operating in politically led or highly accountable governance environments, building constructive relationships with elected members, senior leaders, partners and stakeholders (A, I)
- Strong experience in management accounting, project accounting, insight/BI, and business partnering with the ability to use financial insight, analysis and modelling to guide strategic decision-making, assess risk and identify

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opportunities recognising the key issues affecting local government and the statutory and legislative framework (A, I)

- Expert in options appraisal, scenario modelling, and value-for-money analysis (A, I)
- Background in a local authority or similar public sector environment, with a sound understanding of financial governance, risk management and regulatory requirements (A, I)
- Proven track record of leading significant service transformation, improvement and change, delivering successful outcomes and driving innovation (A, I)
- Demonstrated success in leading and managing high-performing teams, including developing and coaching managers (A, I)
- Experience working within a complex finance environment, interpreting and presenting complex information clearly to a range of audiences (A, I)
- Experience in developing or contributing to strategic initiatives, organisational planning and policy development (A, I)

Skills/Abilities

Essential

- Experience of coaching and mentoring managers to effectively undertake their responsibilities for managing the performance and development of their staff (A, I)
- Proven ability to manage own delivery in a planned and structured manner initiating service and organisational improvements (A, I)
- Excellent relationship management skills and ability to navigate diverse and sometimes conflicting stakeholder views and interests (A, I)
- An exceptional level of written and oral communication skills, able to communicate complex issues in a clear and effective manner adapted as appropriate to the audience on matters affecting the service (A, I)

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- The ability to influence and negotiate effectively, persuasively, and sensitively to resolve conflict resolutions (A, I)
- Experience of delivering professional and persuasive presentations to large internal and external groups building strong and internal networks to benefit the organisation and its stakeholders (A, I)
- Creative with an innovative, fresh thinking approach, challenging the status quo bringing ideas to address new and existing challenges (A, I)
- Strong collaborator with demonstrable ability to bring people together from across the organisation and wider, and to empower individuals and teams to deliver outcomes (A, I)
- Experience of leading strategic initiatives or of contributing towards strategy/policy development and implementation (A, I)
- Ability to monitor, analyse and predict changes in the internal and external environment to advise on risks and opportunities and to inform the development of strategy and plans (A, I)
- Demonstrable ability to quickly adapt and respond to changing circumstances and to operate in an environment of uncertainty or ambiguity (A, I)
- Significant experience of operating with a high degree of autonomy in a self-motivated manner, prioritising competing work demands and meeting multiple deadlines (A, I)
- Demonstrable experience of being a role model, with leadership skills and integrity (A, I)
- Ability to make effective evidence-based decisions under constraints and/or in the face of uncertainty, complexity or incomplete information (A, I)
- Experience of using insight/intelligence to improve organisational performance or to make recommendations (A, I)

Desirable

- Project and change management experience

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- Systems implementation experience

Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (A, I)
- Able to deliver the council's commitment to equality of opportunity both in provision of services and as an employer (A, I)

Other

Essential

- A demonstrable record of achievement in promoting and delivering service improvement, customer care, safeguarding and equality and diversity (A, I)
- Ability to maintain, develop and monitor performance indicators for services and use them proactively to improve performance (A, I)

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