

Job Description

Job Title	Financial Systems Accountant and Reporting Lead
Directorate	Finance & Resources
Service Area	Finance
Grade	9
Competency Level	2
Salary	£51,356 - £56,673
Job Type	Agile
Location	Cunard Building
Disclosure and barring service (DBS)	N/A
Job Evaluation Ref No	A10135

Job Purpose

To implement, manage and continuously develop high quality financial systems within the council, ensuring they deliver financial control, improve decision making meet the needs of all stakeholders. To drive improvements in the use of financial systems, enhancing system functionality, supporting financial reporting, ensuring data integrity and providing expert advice, procedures and training on system performance to deliver efficient and effective financial management.

This role will also act as the ERP Reporting Lead to support the delivery of reporting capabilities for the Finance & Procurement workstream of our major ERP implementation programme. This role will be working closely with the Systems Integrator (SI), internal stakeholders, and the wider programme team to ensure reporting from Microsoft Dynamics meets operational, statutory, and strategic needs.

The role will sit alongside its HR & Payroll counterpart, lead the development of cross-functional reporting using Power BI, integrating data across HR, Payroll, Finance, and Procurement domains.

Directly Responsible For:

Matrix management of Finance and Resources and ICT staff for periods of the year in undertaking system governance and oversight responsibilities and for project-based activities such as upgrades.

Directly Responsible To:

Finance & Procurement Lead for the period of the ERP implementation after which the role will transition to Finance.

Main Areas of Responsibility:

- Lead the definition and delivery of reporting requirements for Finance & Procurement, including statutory, operational, and strategic reports
- Act as the primary reporting lead for Microsoft Dynamics, working closely with the SI and business SMEs
- Produce the future Finance & Procurement reporting catalogue, driving the standardisation and consolidation of MI reports
- Oversee the design, build, and testing of reports within Microsoft Dynamics, ensuring alignment with business processes and data structures
- Collaborate with the HR & Payroll Reporting Lead to deliver integrated reporting through Power BI
- Ensure data quality, consistency, and governance principles are applied across all reporting outputs
- Support change management and training activities related to reporting tools and outputs
- Provide assurance that reporting deliverables meet programme milestones and quality standards
- Escalate risks and issues related to reporting to the Programme Manager and contribute to mitigation planning
- Be responsible to the Finance and Procurement Lead for any direct management, or indirect matrix management, of the ERP systems team, including the allocation of work, monitoring of workloads, performance and attendance in order to ensure the effective and efficient delivery of financial management and support to service users
- Provide project management, input and guidance to implement the Council's core financial system (D365) through effective development of processes, liaising with stakeholders, testing functionality including core interfaces and feeder systems and ensuring processes and controls are fully documented

- Drive continuous improvement through the effective management of system upgrades, producing and maintaining process maps to identify opportunities for development, regularly reviewing and evaluating systems functionality, leading on functional testing and maintaining procedure notes, guidance, training material and providing training to ensure consistency for system users
- Act as the lead financial system expert, overseeing the daily management, administration, and performance of the council's finance systems and providing expert technical support, training and procedures to Finance colleagues and system users, promoting and extending their use of financial systems, particularly with regards to budgeting, forecasting and monthly reporting
- Maintain the overall integrity of the Council's financial systems to support all aspects of Finance and wider functions, ensuring robust change controls are in place, including an appropriate control environment for the general ledger, as well as appropriate segregation of duties to ensure accurate and timely data is held and available to user in accordance with policies and practices
- Maintain a detailed understanding of accounting processes associated with the interaction between the financial management system and feeder systems, such as HR, Payroll and Procurement systems, including the maintenance and improvement of control procedures
- Develop and maintain financial reporting tools and dashboards within finance systems, ensuring they meet the reporting needs of budget holders, senior management, external stakeholders and statutory regulations whilst supporting decision-making and financial planning. For example, budget monitoring and forecasting reports and variance analysis
- Develop and maintain system hierarchies, responsibilities and chart of accounts in accordance with agreed principles and best practice
- Work with Finance colleagues to plan and deliver major financial processes such as month-ends, closure of accounts and annual budgeting, providing input and advice in relation to the use and exploitation of financial systems

- Manage financial system service continuity through proactive troubleshooting, robust data quality control processes, system review and audit, providing and coordinating technical support in conjunction with the supplier and ICT colleagues
- Participate as required in the Council's corporate resilience and ensure appropriate business continuity arrangements are in place for the service and internal/external audit requirements are met

Supervision and Management Responsibility:

- Quality checking and task allocation but there are no supervisory or line management responsibilities in this post
- Will be responsible for supporting the upskilling and development of more junior roles within the workstream over the duration of the programme
- Matrix 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 time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance, deliver finance system related projects and contracts within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Be required to advise on the adaptation of policies and procedures to meet external demands in relation to the Organisation's financial affairs

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 a sustained period of time

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 2.

[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

- Full membership of a recognised appropriate professional / accounting qualification (e.g., CCAB or equivalent) (A/I)
- Evidence of continuous professional development by relevant professional, or management training (A/I)
- Professional training and/or experience in reporting (A/I)

Experience

Essential

- Experience working within Finance & Procurement data analytics, either as a BAU or project role (A/I)
- Strong understanding of Finance & Procurement processes and data structures (A/I)
- Ability to translate complex business requirements into technical reporting specifications (A/I)
- Demonstrated ability to coordinate with multidisciplinary teams and clients (A/I)
- Exhibits strong problem-solving and decision-making skills by independently addressing complex challenges, applying sound judgment and analytical thinking, and ensuring effective outcomes without escalation to senior management (A/I)

- Strong experience of developing, maintaining and managing finance and accounting systems including system controls (A/I)
- Extensive experience of delivering continuous improvement in financial system upgrades, enhancements and/or implementations (A/I)
- Clear understanding of financial controls, financial and management accounting procedures and accounting protocols and practices (A/I)
- Experience of matrix management, collaboration and training in a financial and system environment (A/I)

Desirable

- Experience of implementing an integrated ERP solution across Finance, HR and Payroll
- Experience of using D365 and/or SAP as a financial system
- Experience with Microsoft Dynamics reporting tools and capabilities
- Experience with Power BI, including data modelling, DAX, and visualisation best practices
- Knowledge of data governance and data warehousing concepts.
- Experience in public sector or local government environments. Experience working in a programme setting
- Awareness of sustainable design practices and environmental considerations

Skills/Abilities

Essential

- Exceptional inter-personal skills and the ability to influence and impact at all levels (A/I)
- Strategic thinking with the ability to manage competing priorities and deliver results under pressure (A/I)

- Familiarity with public sector policies, including safeguarding and equality frameworks (A/I)
- Ability to build and develop effective partnerships at levels of the organisation, and with customers and suppliers (A/I)
- Very strong knowledge of financial systems administration, including system configuration, data management, and reporting tools to produce high quality financial reports (A/I)
- Ability to apply robust knowledge of local government finance and associated legislation, budgeting and accounting standards and codes of practice to financial systems management (A/I)
- Analytical and problem-solving skills including the ability to analyse and interpret detailed and complex financial and other information, to develop and use financial management systems (A/I)
- Excellent written and oral communication and presentation skills including report writing and being able to communicate financial information clearly and effectively to a diverse audience (A/I)
- Ability to work independently and as part of a team/project team managing multiple tasks and priorities and meeting tight deadlines (A/I)

Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council