

Job Description

Job Title	Finance & Procurement Lead
Directorate	Finance and Resources
Service Area	Finance
Grade	12
Competency Level	2
Salary	£70,608 - £78,297
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	A9953

Job Purpose

Owens the Finance & Procurement design of the replacement finance system and associated processes. The postholder will work with and guide the Council design leads and service functions through the implementation, of the new system. This involves integrating best practices from the finance and procurement sectors, incorporating feedback from stakeholders, and applying programmatic knowledge to ensure a smooth and successful transition. The role requires a strategic approach to align the system's design with organisational goals, optimize workflows, and facilitate effective change management throughout the implementation process.



Directly Responsible For:

5 X Process Area Leads

4 X Functional Analyst

1 X Finance & Procurement Reporting Lead

Directly Responsible To:

Business Architect

Main Areas of Responsibility:

- Working as part of the Core Business Programme Team responsible for achieving transformation of the Council's core business functions (i.e., Finance, Procurement, HR/OD, and Payroll) including the design and implementation of new integrated cloud technology
- Lead and be responsible for the development and delivery of the Finance & Procurement workstream on the programme, including all aspects of workstream management, budget planning, reporting, and supporting change management, ERP change management requires dedicated resources, cross-functional collaboration, and structured approach for success
- Ensure compliance of the Constitution and other legislative requirements within Finance & Procurement services, including the training of Finance & Procurement personnel to function in the most efficient and effective manner
- Work collaboratively with all Council stakeholders and partner organisations to find transformational opportunities and provide service enhancements pertaining to the finance work stream (including investigating alternative best practices, benchmarking data, and service-user feedback)

- Identify potential for savings and efficiencies through simplifying and standardising business processes, the use of self-service capabilities and other digital technologies
- Create and implement a risk-based strategy to service delivery, including identifying, controlling, and reducing risks that enable the execution of more cost-effective procedures and/or service delivery models within Finance and Procurement. This includes escalating barriers, issues, or delays to the Programme Manager, with appropriate recommendations for resolution
- Develop effective and collaborative relationships with key stakeholders to take the lead in problem solving and resolving issues that may arise throughout the programme
- Act as the primary point of contact for Finance and Procurement design decisions within the programme
- Guiding the group of process area design leads through the implementation, helping them with designing a leading practice solution where possible and understanding the dependencies between areas of the taxonomy, ensuring alignment between the business requirements, ERP capabilities, and leading functional practices
- Manage the design governance for the workstream, including regular progress updates to the SRO, Programme Board and working groups through the preparation and distribution of highlight reports and board papers where required, providing expert input programme planning, risk management and decision making
- Facilitate workshops and working groups to drive consensus and resolve design issues
- Oversee the development and approval of design documentation, including process maps, functional specifications, and configuration workbooks
- Collaborate with other functional design leads, service managers, and subject matter experts to ensure buy-in and alignment

- Provide expert input into programme planning, risk management, and decision-making
- Support testing, data migration, training, and change management activities related to Finance and Procurement
- Ensure integration of Finance and Procurement processes with other functional areas (e.g., HR, Payroll, Projects)
- Bring knowledge of ERP implementation best practices and industry standards
- Identify opportunities for process improvement and innovation within Finance and Procurement
- Ensure compliance with regulatory and policy requirements throughout the design and implementation
- Create a values-based and people-centred culture that motivates and enables employees to reach their full potential through learning and development practices
- Ensure the workstream is connected to and aligns with the other programme workstreams (testing, data, change) where required to ensure functional knowledge is shared across the programme

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one. conversation, 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 time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- 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
- Monitor and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation

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:

- This post involves sitting at a desk and using a computer screen for prolonged periods 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

- A recognised professional accounting qualification (CCAB or equivalent) or suitable qualifying experience (A/I)
- Evidence of continuing professional development (A/I)

Experience

Essential

- Strong understanding of public sector finance and procurement processes (A/I)
- Extensive back-office service design and delivery experience (A/I)
- ERP (Enterprise Resource Planning) and/or Transformation Expertise (A/I)
- Minimum 3 ERP (Enterprise Resource Planning) transformation projects or other major transformational system and business projects (A/I)
- Familiarity with project management methodologies (e.g. PRINCE2 or similar) (A/I)

Skills/Abilities

Essential

- Strong programmatic and workstream leadership skills (A/I)
- Collaborative and confident in leading complex discussions with a demonstrated ability to lead cross-functional teams and influence stakeholders at all levels (A/I)
- Resilient, adaptable, and solution-focused (A/I)
- Excellent communication, facilitation, and documentation skills (A/I)
- Experience with business process design and change management (A/I)
- Excellent communication, presentation, negotiation, and influencing skills (A/I)
- Strategic thinking with a hands-on approach and the ability to manage competing priorities and deliver results under pressure (A/I)
- Ability to build and develop effective partnerships at levels of the organisation, and with customers and suppliers (A/I)
- Ability to demonstrate Policy Responsibility & Development in their field (A/I)
- Familiarity with wider public sector policies, including safeguarding and equality frameworks (A/I)
- Resilient, adaptable, and solution focused (A/I)

Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (A/I)