

Job Description

Job Title	Finance Improvement Lead
Directorate	Finance & Resources
Service Area	Finance Improvement
Grade	11
Competency Level	3
Salary	£60,332 - £65,334
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	A8667

Job Purpose

Provide day to day leadership on the design, coordination, effective delivery and implementation of a council-wide finance improvement programme that will drive the change needed to achieve the vision for a financially sustainable and resilient council with a strong culture of financial management, accountability and evidence-based decision-making across the organisation.

Provide strategic and operational financial insight to the programme, establishing financial standards and determining where interventions are needed to improve performance.

To manage multiple finance improvement workstreams across a range of finance disciplines and workstreams on non-finance areas such as procurement.

To develop and deliver a strategic and coordinated approach to finance change and improvement that involves and empowers staff from across a diverse range of Council services.

To be responsible for managing a team of programme managers, project managers and administrative staff that may vary in size as the programme progresses from 2 to 15 staff members.

To client and work closely with Transformation Programme staff such as programme managers and project support officers supporting the delivery of the transformational aspects of the finance improvement programme.

To work directly with the Chief Executive and Corporate Director of Finance & Resources, Strategic Directors, Assistant Directors, staff forums and unions to develop capacity for and delivery of financial change and improvement across the organisation.

To identify, plan and coordinate the staffing resources and capacity needed to effectively deliver the programme.

To ensure the involvement of staff in shaping, testing and embedding improvements across the council.

Directly Responsible For:

Directly: None

Indirectly: workstream leads, subject matter experts, up to fifteen project and programme management and project support staff finance, IT, HR and procurement staff contributing to projects.

Directly Responsible To:

Director of Finance Improvement

Main Areas of Responsibility:

- Provide day to day leadership of a Council-wide finance improvement programme focused around the priority themes identified, ensuring that the desired outcomes are delivered.
- Provide significant support to the Director of Finance Improvement, elected Members, Improvement Board, Transformation Board, and wider stakeholders in the leadership and delivery of the programme, including the analysis of risks and opportunities and proposing recommendations and solutions to specific issues affecting the delivery of the programme outcomes.
- To provide day to day leadership of the implementation of the programme by working directly with workstream leads, programme managers, support services and staff to scope, initiate, design and direct improvement projects.
- Plan, deploy and co-ordinate staff resources to meet the delivery objectives of the finance improvement programme in collaboration with senior managers, including the timely recruitment of additional staffing resource capacity as necessary.
- To client and work closely with Transformation Programme staff such as the Transformation Programme Director, programme managers and project

support officers supporting the delivery of the transformational aspects of the finance improvement programme.

- To be responsible for managing a team of programme managers, project managers and administrative staff that may vary in size as the programme progresses from 2 to 15 staff members.
- To manage contracts with external parties supporting the programme.
- To ensure that all projects are delivered to time, cost and quality criteria.
- Monitor, review and report upon the effective delivery and benefits realisation of the various work-streams and projects within the programme, adhering to agreed governance arrangements.
- To oversee the appraisal of options for delivering the preferred model and determining the best value solution.
- Work directly with managers and budget holders across the organisation in setting the tone, direction and framework to deliver improvement and change in financial management.
- To engage effectively with senior leaders and key stakeholders to gain and maintain cross-cutting support for the improvement programme and ensure the successful delivery of the objectives and outcomes.
- To influence strategic thinking across the Council in order to foster innovation and enable service improvement and change to be delivered at pace.
- Provide advice, guidance and intervention as appropriate to resolve all those issues escalated or requiring support and initiate corrective action to ensure minimal impact upon the programme and operational or strategic service delivery.

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 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.
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies.
- Explores different options for funding and income generation.
- Include details of the value of budget/financial responsibility and what this budget should be use for.

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:

None

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 competency level 3.

[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

- Degree in a relevant subject or equivalent experience. (A)

Desirable

- Project or Programme management qualification
- Accountancy qualification (CIPFA or equivalent)

Experience

Essential

- Experience of delivering change programmes and transformational work streams (A, I)
- Experience of managing demanding and competing priorities in a rapidly changing environment. (A, I)
- Experience of managing and motivating staff as part of a programme or project team to deliver change (A, I)
- Substantial experience of effective, and persuasive communications with individuals and groups to achieve objectives (A, I)

Desirable

- Experience of successfully delivering service improvement and transformation in a local authority or public sector context
- Excellent record of developing positive relationships and influencing stakeholders at all levels across a large public sector organisation
- Extensive knowledge of best practice standards in financial management and good working knowledge of other programme areas (procurement, risk management, financial systems)
- Knowledge of change management, service improvement and organisational development
- Understanding of the political interface in a local authority and the role and needs of elected members

Skills/Abilities

Essential

- Ability to react positively to problems and develop innovative solutions (A, I)
- Able to accept and manage changes to circumstances and priorities, working collaboratively across boundaries and achieves results through motivating and leading others. (A, I)
- Shows drive for achievement (A, I)
- Excellent communication skills both written and verbal (A, I)
- Excellent interpersonal skills (I)
- Excellent levels of literacy and numeracy (A)

Desirable

- Ability to demonstrate and build trust in challenging circumstances

- Ability to adopt a flexible, innovative and creative approach to complex situations to generate new perspectives
- Ability to operate confidently and effectively across the organisational hierarchy in order to command and co-ordinate resources and influence effectively to effect improvement
- Ability to motivate and engender commitment across groups
- Personal authority and stature to lead by example and achieve successful outcomes
- Has high degree of integrity
- Shows resilience under pressure
- Excellent staff management skills
- Good level of ICT skills

Commitment

Essential

- Able to attend meetings in the evenings; to work outside normal office hours; and to work beyond minimum hours as and when required to achieve deadlines. (1)

Desirable

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

Other

- None