Job Description

Job Title	Finance Project Support Officer
Directorate	Finance and Resources
Service Area	Finance Improvement
Grade	6
Competency Level	1
Salary	£34,314 - £38,626
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	A10006

Job Purpose

The Finance Project Support Officer's role is to provide support to the Finance Improvement Lead, Business Improvement and Performance Officer and the Finance Project Team, with the management, processes and governance structures of Finance Improvement projects and servicing key Directorate Board meetings

Directly Responsible For:

No line management responsibilities.

Merseyside & Cheshire LGBTIQA Chartermark

Directly Responsible To:

Finance Improvement Lead

Main Areas of Responsibility:

- **Supporting delivery:** Attend project progress meetings to gain a full understanding of actions and risks required for delivery of projects. Control and be accountable for maintaining and updating all project management documentation relating to allocated projects / programmes (e.g. PIDs, implementation plans, risks and issues logs, trackers and status reports)

- **Governance:** Support the effective management and operation of relevant Governance Boards and other meetings. Including arranging meetings, preparing and sending out papers, attending meetings and taking minutes, and proactively following up actions

- **Supporting budget management:** To process invoice payments and payment requests through the SAP system

- **Communication:** Produce correspondence, reports, other documents and power point presentations for programmes and projects

- **Information management:** Establish and maintain effective file management systems for the Council's programmes and projects to ensure an auditable trail is available. Maintain confidentiality at all times when dealing with information

- **Supporting best practice:** Research and provide information support to the project / programme team members as required. Follow corporate project management processes and best practice at all times. Post holder is expected to give detailed advice/guidance to others on the application of project management policies and procedures as and when required

- **Professionalism:** Exercise independent judgement and initiative based on good practice and acquired knowledge in problematic situations

- **Other:** To undertake other general and analytical support duties as required

Supervision and Management Responsibility:

- Not applicable to this role

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

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 job would include using a computer and siting 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
- 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.

Person Specification

Assessment methods used:

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

Qualification and training

Essential

- Five Grade 4 (or Higher) GCSEs or equivalent (A)

Desirable

- PRINCE2 foundation or equivalent qualification
- A commitment to continuous professional development

Experience

Essential

- Successful experience in a support role involving regular interaction with senior managers (A,I)
- Substantial experience of office technology and its applications, i.e., Microsoft Office; Outlook; PowerPoint; Excel (A,I)
- Experience of successfully servicing meetings and following up actions (A,I)

Desirable

- Experience of working in Local Government
- Experience of committees and democratic processes and of local authority standing orders processes
- Experience of financial administration

Skills/Abilities

Essential

- **Information management:** Able to collect, store, archive and destroy project information in line with procedures and standards. Can maintain confidentiality (A,I)
- **Ensuring quality:** Able to deliver project documentation and processes which meet the standards of the sponsor, project executive and stakeholders. Can schedule project reviews to take place throughout the lifecycle of the project to ensure the project's operating at the desired quality (A,I)
- **Governance:** Able to set up effective governance. Able to provide an accurate and truthful reflection of the project (A,I)
- **Stakeholder management:** Able to support the identification and prioritisation of stakeholders, including 3rd parties. Can communicate with them in line with the plan throughout the project (A,I)
- **Risk and issue management:** Can support the project team to determine, communicate and manage risks, issues and opportunities and their implications. Able to establish and maintain comprehensive risks and issues logs (A,I,)
- **People and professionalism:** Able to help organise an effective and engaged team, internally and externally, with a shared vision and purpose.

Can ensure they are empowered and inspired to achieve project success, including through own example and standards (A,I)

Desirable

- **Financial management:** Maintaining finance trackers and budget documentation to support the project's budget management
- **Business justification:** Can maintain business case documentation and support in getting the appropriate approvals
- **Scope management:** Can document the scope of deliverables. Can maintain records of any affected business KPIs
- **Scheduling and estimating:** Able to document activities, timescales and their dependencies in project plans
- **Resource management:** Can support the project lead to identify, secure and release resource throughout the project
- **Leadership:** Understands the need to lead and influence opinions in order to launch and sustain change initiatives/projects. Understands the need to communicate verbally, in writing, or through presentation to a broad set of stakeholders from team members to senior managers
- **Conflict and negotiation:** Understands the importance of identifying and resolving conflict, and negotiating desired outcomes. Understands the need to gain alignment of views
- **Change control:** Can support team members to put changes, throughout the project life cycle, through the Council's agreed change control procedures
- **Procurement:** Understands local government procurement policies
- **Learning and development:** Can develop the team and self in line with the relevant learning and development policies
- **Conduct:** Ensure you conduct yourself in a morally, legally and socially appropriate manner of behaviour, in line with Council values and procedures, with all members of the project team

Commitment

Desirable

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