

# Job Description

<b>Job Title</b>	Finance Manager
<b>Directorate</b>	Finance and Resources
<b>Service Area</b>	Finance
<b>Grade</b>	8
<b>Competency Level</b>	2
<b>Salary</b>	£46,142 - £51,356
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not required

## Job Purpose

- To contribute to the achievement of corporate objectives and those of the Portfolio
- To ensure the provision of appropriate financial advice to Directors and Service Managers
- To facilitate the overall improvement in the management and performance of the financial administration of the City Council, with particular regard to the financial and operational management of service

## **Directly Responsible For:**

Finance Team

## **Directly Responsible To:**

Financial Planning Manager

## **Main Areas of Responsibility:**

The role encompasses a number of technical accounting areas, including:

- Management of grant claims and submissions to enable them to be certified by the Corporate Director of Finance and Resources
- Develop and maintain relationships with Internal Audit and Finance to ensure appropriate controls are in place to ensure good governance of grants
- Maintenance of the grants database ensuring all grants are captured and that data is accurate and up to date
- Ensuring the grants database is functionally sound to be able to maintain appropriate records
- Compiling responses to corporate queries in respect of grants.
- Overseeing use of external grant portals
- Retention of documents relating to new grant claims
- Develop procedures and assist with the development of management systems
- Respond to and action recommendations raised and agreed with Internal and External Audit
- Liaise with Internal Audit to enable verification of grant claims and respond to queries
- Undertake other such duties that are commensurate with the grade of the post

- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

## **Supervision and Management Responsibility:**

- Be responsible to the Financial Planning Manager for assisting in the management of the finance team, with specific responsibility for 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 all service areas

## **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:**

- This post is office based and it will involve sitting for long periods of time.

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan



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- 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 CIMA) or suitable qualifying experience (A,I)

### Desirable

- Evidence of continuing professional development

## Experience

### Essential

- Knowledge of financial software packages, enquiry packages and corporate accounting systems (A,I)
- Experience of working accurately with procedures and deadlines in a financial environment and providing advice on those procedures (A,I)
- Experience of managing grant administration including grant claims and submissions (A,I)
- Experience of maintaining information relating to grant claims and submissions (A,I)
- Experience of providing financial information and advice to budget holders/non finance managers (A,I)
- Experience of carrying out reconciliations (A,I)
- Experience of preparing government financial returns and grant claims (A,I)



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- Experience of developing procedures and assisting with the development of management systems.
- Experience of staff management and supervision in a financial environment (A,I)
- Experience of Local Government Finance and ability to adapt to future developments (A,I)

**Desirable****Skills/Abilities****Essential**

- Excellent communication skills, both orally and in writing, particularly the ability to communicate complex financial issues to managers with a non-finance background (A,I)
- Ability to work in a multi-disciplinary team environment representing the finance function and with minimum levels of supervision (A,I)
- Ability to manage own and other workload (A,I)
- Ability to contribute to a team working environment (A,I)
- Ability to analyse and evaluate data (A,I)
- High level of computer literacy (A,I)
- Ability to work accurately to deadlines (A,I)
- Ability to react quickly and decisively to changing work priorities (A,I)
- Ability to work under pressure (A,I)

**Desirable**

- Ability to manage change

**Commitment**Merseyside & Cheshire LGBTIQA Chartermark



## Desirable

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

## Other

## Essential

- Understanding of customer care issues affecting the provision of services to both internal and external customers (A,I)

## Desirable

- Commitment to and awareness of the issues involved in securing safe working environments



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