

Job Description

Job Title	Finance & Procurement Reporting Lead
Directorate	Finance and Resources
Service Area	Finance Improvement
Grade	Grade 9
Competency Level	2
Salary	£51,356 -£56,673
Job Type	Agile
Location	Cunard Building
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	A10161

Job Purpose

We are seeking an experienced 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 also, 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:

No staff

Directly Responsible To:

Finance & Procurement Lead

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

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

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 of budget/financial responsibility and what this budget should be use for
- 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

- 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)

Desirable

- 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

- Excellent verbal and written communication (A,I)
- 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)
- Problem-solving and critical thinking skills (A,I)
- Time management and organisational skills to handle multiple priorities (A,I)

Commitment

Essential

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

