

## Job Description

<b>Job Title</b>	Finance, Compliance & Operations Officer (Maternity Cover FT until 30th November 2026)
<b>Directorate</b>	Neighbourhoods and Housing
<b>Service Area</b>	Merseyside Sports Partnership (MSP)
<b>Grade</b>	5
<b>Competency Level</b>	1
<b>Salary</b>	£31,022 to £35,412
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not Required
<b>Job Evaluation Ref No</b>	A8401

## Job Purpose

MSP support the creation of a better life for the people of the Liverpool City Region through movement, physical activity and sport. We are looking for someone to support the organisation to be the best that they can be.

### Key Features of the Work

Effectively processing and maintaining MSP's financial transactions and records.



Supporting the Finance, Compliance and Operations Manager (FCOM) in undertaking financial and compliance requirements to maintain effective financial controls over MSP.

Supporting the FCOM in the efficient functioning of MSP and its office through a range of administrative and clerical duties.

### **Directly Responsible For:**

Not applicable

### **Directly Responsible To:**

Finance, Compliance & Operations Manager (FCOM)

### **Main Areas of Responsibility:**

- Procuring of goods and services in accordance with Liverpool City Council Financial Standing Orders and best value
- Efficiently manage information, ensuring budgets are reconciled with SAP monthly and any queries raised with Exchequer Management or FCOM
- Ensuring accurate budget information is available to MSP team, acting as a point of contact for their queries, providing information and solutions when necessary
- Processing of authorised invoices for payment submission and collection of payment in accordance with Liverpool City Council Financial Standing Orders
- Supporting the FCOM in preparing, maintaining, evidencing, and monitoring all Grant Funding Compliance information relating to contracts and Partnership Agreements with third parties. This includes ensuring all conditions have been adhered to and in the correct time frame
- Supporting the FCOM in preparation for MSP's independent audit of all budgets allocated to MSP

- Planning, organising and coordinating meetings (online and face to face) including sending invitations, organising and preparing agenda's, collating and distributing papers, taking and distributing minutes, ensuring that the whole process runs smoothly and that every administrative aspect is covered
- Supporting the FCOM in the management of office accommodation in line with Liverpool City Council Financial Procedures, which includes but not exhaustive of contracts, IT, mobile phones, health, and safety
- Receiving and providing appropriate responses to a range of enquiries and correspondence both written and verbal from a wide range of internal and external partners at first point of contact. When necessary directing to the appropriate member of the team
- Maintaining adequate office supplies, taking responsibility for stock monitoring and ordering
- Updating and maintaining information in IT systems, including local and corporate IT systems, google workspace, spreadsheets and databases to be able to produce appropriate outputs, e.g. reports
- Supporting with general admin duties as required by the team
- Supporting the gathering of data and information from across MSP's network that will provide intelligence to support planning and strategic decision making, particularly around financial resources
- Supporting the organisation with gathering documentation of evidence to achieve and maintain service and quality standards, such as Safeguarding, Equality and Health and Safety
- Supporting the organisation in continuing to achieve high levels of Governance, linked to all grant funding
- Supporting the Leadership Team of MSP to apply MSP's Strategy and contractual commitments to Sport England and other Funders
- Supporting the Leadership Team of MSP to deliver compliance with Sport England's Tier 3 code of governance

- Supporting the Leadership Team of MSP to uphold and embed the MSP values and culture into the everyday of the organisation
- Participating in all aspects of training and personal development, using learning opportunities to develop personal skills necessary to improve effectiveness, efficiency and delivery of service

### **Supervision and Management Responsibility:**

- No supervisory or line management responsibility

### **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's and MSP'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, deliver within budget and seek savings and efficiencies

### **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 sustained periods of time

### **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan and MSP's strategy
- 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 and MSP 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. 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

- 5 GCSEs including Maths and English at grade C or above, or equivalent (A)

### Desirable

- To have achieved or be working towards a business administration, business finance, bookkeeping, accountancy or other recognised professional qualification directly aligned to the requirements of the role

## Experience

### Essential

- Experience in the procurement of goods and services including the raising of purchase orders and paying invoices (A,I)
- Experience of arranging a variety of meetings, preparing agendas, arranging venues, circulation of pre agenda items, taking and distributing accurate minutes and outcomes from meetings (A,I)

### Desirable

- Experience or knowledge of audited grant claim procedures and compliance
- Experience of using corporate financial accounting software packages e.g. SAP

- Experience or knowledge of the preparation of year end budget closure reporting and preparation for audit
- Experience or knowledge of Google Workspace tools eg. mail, drive and sheets
- Experience in general administrative and office management duties

## Skills/Abilities

### Essential

- Self-motivated: Able to use own initiative and work with limited supervision, actively problem solving and implement solutions in a focussed and positive way while understanding the need to consult with line manager on occasions. (A,I)
- Good numeracy skills - able to calculate/check/produce figures/statistics where required (A,E,I)
- Demonstrate a good methodical approach to tasks with the ability to pay close attention to detail with a strong sense of ownership and accountability (A,E,I)
- Ability to communicate effectively both orally and in writing in a manner, which is clear, fluent, jargon-free and readily understood by colleagues and customers at all levels (A,E,I)
- Good organisation skills with the ability to manage time and own workload, taking responsibility for completing tasks accurately within timescales (A,I)
- Effective IT skills with ability to confidently use different systems to produce documents, presentations, reports and emails and to input and retrieve data and information from these systems (A,E,I)
- Ability to contribute to a team working environment, demonstrating a flexible and collaborative approach and a clear understanding of team working (A,I)

## Desirable

- Ability to understand relevant policies and procedures, as they affect the role, and the quality standards and outputs required in the job
- Ability to identify improvements to processes and systems and to share the recommendations with the wider team
- Ability to handle confidential and/or sensitive information with appropriate discretion

## Commitment

### Essential

- A strong team player able to work flexibly and support colleagues with specific projects or tasks to meet the needs of the organisation (A,I)
- Willingness to travel across the Liverpool City Region and work occasional evenings or weekends if required (A)

### Desirable

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