

Job Description

Job Title	Finance Officer
Directorate	Finance & Resources
Service Area	Finance
Grade	7
Competency Level	2
Salary	£40,777 - £46,142
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	A10404



Job Purpose

- To assist in the transformation and development of financial management across the City Council and to the delivery of financial management services to external customers and partners
- Under managerial direction provide appropriate and detailed financial advice to both internal and external stakeholders
- Under managerial direction assist in the development of financial skills across the City Council

Directly Responsible For:

Not applicable

Directly Responsible To:

Group Finance Manager

Main Areas of Responsibility:

- Assist in the management of the finance team, including 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
- Work closely with business unit and service managers to ensure the operational efficiency and effectiveness of the service and effective implementation of procedures and instructions
- Assist in the annual preparation of the revenue and capital budgets for a specified range of services and projects to ensure that the corporate financial system is updated and maintained to reflect approved decisions

- Assist in the annual closure of accounts process ensuring compliance with all current statutory and professional accounting codes and financial reporting requirements
- Provide regular, cyclical and ad-hoc budgetary control information and advice to budget holders and managers, within agreed timescales and ensuring the needs and requirements of budget holders are met
- Be an effective member of the Finance Team, participate in other working parties / groups as appropriate and deputise for other officers as necessary
- Complete all financial returns and grant claims with supporting working papers promptly, accurately and completely within deadlines set by funding bodies and for audit
- Prepare financial appraisals and performance projections including input to the financial implications of service proposals
- Undertake financial management training for the finance support staff and other non-finance managers as appropriate
- Respond to and action recommendations raised and agreed with Internal and External Audit, within agreed timescales
- Have an awareness of the implementation of the City Council's personnel policies and procedures for the Finance Team
- Undertake any other 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
- Collaborate with senior management teams, providing financial expertise and guidance in relation to capital finding governance and capital finance planning
- Develop and maintain strong working relationships with key stakeholders, acting as a trusted advisor on financial matters
- Assist in developing robust financial strategies and business cases, using financial modelling/scenario analysis and performance reporting (MI, forecasts) to inform decision-making and resource allocation

- Support strong financial governance by identifying and mitigating financial risks, maintaining compliant and efficient processes, and driving continuous improvement of finance systems, processes, and reporting

Supervision and Management Responsibility:

- There are no supervisory or line management responsibilities in this post

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

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 involves sitting at a desk and using a computer screen 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 : **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

- Qualified/Part Qualified Accountant CCAB/CIMA (preferably CIPFA); or AAT qualified (A, I, C)

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 and the ability to prepare budgets and final accounts within a framework of recognised accounting standards (A,I)
- Experience of providing budgetary control and unit cost information (A,I)
- Experience of providing financial information and advice to budget holders/non finance managers (A,I)
- Experience of audited grant claim procedures (A,I)

- 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

- Experience of providing budgetary control and unit cost information

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 others 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)

Desirable

- Ability to manage change

Commitment

Essential

- 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)
- Occasional working outside normal hours and attendance at evening meetings (A, I)

Desirable

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