

## Job Description

<b>Job Title</b>	Group Finance Manager (Capital)
<b>Directorate</b>	Finance and Resources
<b>Service Area</b>	Finance
<b>Grade</b>	10
<b>Competency Level</b>	3
<b>Salary</b>	£56,673 – £62,580
<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>	

## Job Purpose

To proactively contribute to the transformation and development of financial management across the City Council.

Under the direction of the Strategic Finance Manager to provide strategic, detailed and professional financial advice to both internal and external stakeholders.

To ensure that the financial advice and services delivered provide value for money and are integrated and supportive of the City Council's strategic aims and objectives.

To be responsible for the development of financial skills across the City Council

### **Directly Responsible For:**

Finance Team

### **Directly Responsible To:**

Strategic Finance Manager

## **Main Areas of Responsibility:**

- Be responsible to the Strategic Finance Manager for 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 service users
- 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 preparation of the Medium-Term Financial Strategy, Corporate Strategies and be responsible for the annual preparation of the revenue and capital budgets for the services within the Portfolio and to ensure that the corporate financial system is updated and maintained to reflect approved decisions
- Be responsible for the annual closure of accounts process ensuring compliance with all current statutory and professional accounting codes and financial reporting requirements
- Oversee the provision of regular, cyclical and ad-hoc budgetary control information and advice to budget holders and managers at all levels in the service and for all funding streams ensuring the needs and requirements of budget holders are met. This will include taking a leading role in the

production of budget monitoring information for Portfolio senior managers and Members

- Development of accounting procedures and assist in the development of financial and performance management systems
- Be an effective member of the Service Management Team, and participate in working parties, groups, Portfolio or other meetings as appropriate and deputise for the Head of Finance as necessary
- Strategically develop the role of the finance service so that its systems, working practices and structures can adapt to both internal and external changes
- Undertake financial management skills training for non-financial managers and other appropriate staff
- Identify and advise senior management of external funding opportunities, and oversee financial bid preparation / grant claim submission thus ensuring the correct financial management of external funds
- Prepare financial appraisals and performance projections including input to the financial implications of service proposals and reports to Members and senior management
- Provide financial management advice on the implications of external partnerships for both existing and new partnerships
- Explore and advise managers on innovative solutions to problems and issues in a pro-active manner
- Maintain a detailed knowledge of grant funding regimes, financial planning and corporate financial strategies
- Ensure that the service annual budget is prepared to include external funded initiatives and that the corporate financial system is updated to reflect additional projects, sources of funds or other changes
- Liaise with External and Internal Audit to ensure that any audit issues relating to services supported by the Finance Team are addressed

- Contribute to the corporate performance management agenda including risk management and service and business planning
- Contribute to the implementation of new technology
- Be responsible for the implementation of the City Council's personnel policies and procedures for the Finance Team, including training and development
- Undertake such 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

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

## **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 position will involve using a computer screen and sitting 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: **Level 3**.

[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

- Full membership of a recognised appropriate professional / accounting qualification (e.g., CCAB or equivalent) (A, I)
- Evidence of continuing professional development (A, I)

## 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 preparing budgets, budget management and budgetary control (A, I)
- Experience of and the ability to prepare final accounts within a framework of recognised accounting standards (A, I)
- Experience of providing financial information and advice to budget holders/non finance managers (A, I)
- Experience of carrying out data analysis and cost comparisons (A, I)
- Experience of staff management and supervision in a financial environment (A, I)

## Desirable

- Experience of preparing government financial returns and grant claims
- Experience of Local Government Finance with the ability to adapt to future developments
- Experience of planning, monitoring and continuous improvement in service delivery
- Experience of working with Members, senior management, cross functional groups, and external agencies
- Experience of contributing to financial projects, systems implementation, and financial appraisals
- Experience of training financial and non-financial staff in the use of financial systems and procedures

## Skills/Abilities

### Essential

- Able to supervise, motivate, coach and direct staff (A, I)
- Possess excellent communication skills, both oral and written; particularly be able to present a range of complex and detailed financial issues effectively to a wide range of audiences (A, I)
- Able to understand and interpret a wide range of financial data (A, I)
- Able to work to deadlines within resource levels and to react quickly and decisively to changing work priorities (A, I)
- Skilled in the use of IT based communication / financial information systems (A, I)
- Able to work effectively in a multi-disciplinary team environment representing the finance function and with minimum levels of supervision (A, I)

- Able to foster effective working relationships with colleagues from a wide range of organisations, professional backgrounds (A, I)
- Able to take the initiative in identifying and progressing innovative solutions to finance-based challenges (A, I)
- Able to recognise and respond to the wider service issues and objectives which the finance function seeks to support (A, I)
- Able to manage change (A, I)
- Ability to work under pressure (A, I)

## Commitment

### Desirable

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

## Other

### Essential

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

### Desirable

- Commitment to and awareness of the issues involved in securing safe working environments
- Working outside normal hours and attendance at evening meetings

