

Job Description

Job Title	Financial Planning Manager
Directorate	Finance & Resources
Service Area	Finance
Grade	0
Competency Level	3
Salary	£56,673 - £62,580
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	A10148

Job Purpose

To support the Head of Financial Strategy in developing, modelling, co-ordinating, monitoring and reporting performance on the Council's Medium Term Financial Strategy (MTFS) and Capital Strategy. The role ensures that the MTFS and capital programme are constructed in line with standards and principles and that data loaded into the financial system accurately reflects and maintains the agreed budget decisions.

Directly Responsible For:

Finance team

Directly Responsible To:

Head of Financial Strategy

Main Areas of Responsibility:

- Provide project management, input and guidance to implement the Council's core financial system (D365) through effective development of processes, liaising with stakeholders, testing functionality including core interfaces and feeder systems and ensuring processes and controls are fully documented, including Planning, Budgeting and Forecasting functionality
- Write the financial reports for Committees and Cabinet in relation to budget monitoring, MTFS and capital programme
- Manage the MTFS and capital board governance arrangements.
- Provide information to Strategic Finance Business Partners to enable them to effectively challenge service directorates to manage key financial risks and delivery of savings and efficiencies

- Work collaboratively with Strategic Finance Business Partners and service directorates to ensure appropriate management actions are taken to deliver within approved revenue and capital budgets
- Ensure effective financial reporting is in place, encouraging best practice and introducing innovative ways of working
- Provide accurate and timely corporate revenue and capital budget monitoring and funding reports to senior officers and members in line with corporate timescales
- Liaise effectively with other managers across the council and provide relevant support and timely information for the purposes of the budget and the capital programme, budget monitoring and the Statement of Accounts
- To support the Head of Financial Strategy to lead in developing, modelling, co-ordinating, monitoring and reporting performance on the of the Council's Medium Term Financial Strategy (MTFS) and Capital Strategy, including setting the timetable and liaising with relevant colleagues, issuing documents
- Ensure that the MTFS is constructed in line with standards and principles and that data loaded into the financial system accurately reflects the agreed budget decision and maintained at all times
- Ensure all financial models underpinning MTFS planning assumptions are effectively and regularly reflected in the ongoing MTFS modelling
- Analyse complex data and information sources to interpret legislative or policy changes that impact on financial planning and to develop business intelligence that offers insight and strategic analysis to support strategic decision making
- Analyse the construction of the new year budget to ensure that it is constructed in line with standards and principles and that data loaded into the financial system accurately reflects the agreed budget decision
- Lead on the analytical review of the budget and outturn position
- Lead on responses for provision of budget information to external parties including government departments

- Review and update financial planning processes and procedures to ensure they are robust and appropriate
- Ensure core financial systems are being effectively managed, implementing controls and process as required
- Provide support on the business partnering and financial improvement journey
- Be a main contact point within Finance for any MTFS and Capital Strategy related work requests or queries
- Collaborating with key stakeholders across the council, including Corporate Directors and Members and also with partners, government departments and other Local Authorities in relation to the processes, policies, planning assumptions and modelling of the MTFS
- Management of contracts with financial planning advisers (Pixel and LG Futures) and delivery in accordance with tenders including regular liaison with the providers

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

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 role is desk based and will require the post holder to sit for longer periods

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

- Full membership of a recognised appropriate professional / accounting qualification (eg CCAB or equivalent) and evidence of continuing professional development (A,I)

Experience

Essential

- Extensive knowledge and use 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 financial information and advice on those procedures to budget holders/non finance managers (A,I)
- Experience of preparing budgets, budget management and budgetary control including the preparation of final accounts within a framework of recognised accounting standards (A,I)
- Experience of effective staff management and supervision in a changing 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 contributing to financial projects, system implementation and financial appraisals
- Experience of training finance and non-finance staff in the use of financial systems and procedures
- Commercially astute mindset that is open to change and embraces innovation

Skills/Abilities

Essential

- Ability to interpret complex or detailed legislation, policy or strategy documents to identify financial implications and deliver insight (A,I)
- Ability to analyse a wide range of financial data to identify innovative solutions to finance-based challenges (A,I)
- Strong ability to collaborate with key stakeholders across the council, fostering effective working relationships with Corporate Directors, Senior Management, Members, project groups, partners organisations, agencies, government departments and other Local Authorities (A,I)
- 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 work to effectively in a multi-disciplinary team environment, balancing deadlines and to reacting quickly and decisively to changing work priorities and when 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 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 of normal hours and attendance at evening meetings.