Job Description

Job Title	Chief Finance Officer (Section 151 Officer)
Directorate	Finance and Resources
Service Area	Leadership Team
Grade	Corporate Director
Competency Level	4
Salary	£151,790 - £187,505
Job Type	Hybrid
Location	Cunard Building, Liverpool
Disclosure and barring service (DBS)	Basic DBS and Baseline Personnel Security Standard (BPSS)
Job Evaluation Ref No	
Political Restriction	This post is designated as a politically restricted post under the Local Government and Housing Act 1989
Classification	Specified

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Job Purpose

- To provide strategic leadership of financial strategy, governance, improvement and sustainability across the Council and with partners, including the statutory duties of the Section 151 Officer.
- To provide leadership of the Finance and Resources Directorate.
- As a member of the Council's Management Team, to support collective leadership of the Council, and contribute across the full range of its responsibilities and objectives; supporting organisational transformation and delivery of the Council Plan.
- To ensure robust financial management, risk management and assurance arrangements that support effective decision-making and good governance.
- To work in collaboration with the Leader and Cabinet Members, Audit Committee, Scrutiny and all elected Members, the Chief Executive, Corporate Directors, and external partners to secure improved outcomes for the city and the council.

Directly Responsible For:

Director of Finance Technical and Strategic (Deputy 151 Officer)

Director of Finance Business Partnering

Director of Finance Transactional Services

Director of Procurement, Contracts and Finance Improvement

Director of Internal Audit

Directly Responsible To:

Chief Executive

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Main Areas of Responsibility:

- Lead the Finance and Resources Directorate, ensuring the effective delivery of Corporate Finance, Treasury Management, Capital Programmes, Procurement, Financial Transactions, Revenues and Benefits, Internal Audit, Insurance and Risk Management
- Undertake the statutory responsibilities of the Section 151 Officer, ensuring the proper administration of the Council's financial affairs and maintaining sound financial governance, stewardship and assurance arrangements
- Act as the Council's principal adviser on strategic financial matters, providing high-quality financial advice, analysis and challenge to elected Members, the Chief Executive, Corporate Leadership Team and key partnerships
- Lead delivery of the Council's financial strategy, Medium Term Financial Plan, budget setting process and financial improvement programme, ensuring long-term financial sustainability
- Drive organisational transformation, income generation, commercial opportunities and the delivery of savings required to support the Council's priorities and financial resilience
- Ensure effective financial planning, management, reporting and control arrangements across the organisation, promoting accountability and strong financial management
- Provide strategic leadership to the directorate, fostering a culture of continuous improvement, high performance, professional excellence and customer focus
- Work corporately with fellow statutory officers to maintain and strengthen the Council's governance framework and organisational culture
- Develop and maintain effective relationships with government bodies, Combined Authority colleagues, Core Cities networks and other strategic partners

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- Provide focus and drive within your area of service responsibility and associated supply chains for delivery of the Councils Net Zero Action Plan, identifying and removing barriers to progress and action

Leadership Capabilities

Strategic Awareness

- Strategically innovates approach to co-design and delivery, building a shared sense of purpose and joint enterprise across Liverpool
- Takes a One Council approach to deliver more effective outcomes and avoids silo-ed, single division or service area approach
- Develops a positive and compelling vision of the council's future potential and sets organisational priorities by identifying where time and investment is needed most
- Translates strategic priorities for staff, enabling teams to focus on delivery
- Understands roles and responsibilities across the Council, how the authority works, functions and ensures effective governance is applied
- Understands the complexities of political dynamics and uses this to build credibility and manage relationships with elected members by successfully advising and supporting them
- Conducts horizon scanning, identifying "world class" evidence-based research supporting transformation, improvement and innovation

Inspirational Leadership

- Provides authentic, honest and respectful leadership to inspire individuals and teams

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- Uses empathy, emotional intelligence, mentoring and coaching to motivate and engage, developing talent and making people feel respected, bringing out the best in them
- Challenges poor performance constructively and holds difficult conversations to bring about change in behaviour; takes action to make courageous decisions when required
- Communicates with credibility and conviction to convey key messages and influence people

Collaboration

- Consults and communicates with stakeholders, including elected members where appropriate, early in critical organisation and system wide decisions, encouraging an environment of openness and transparency
- Listens; builds relationships openly, gathering ideas and adapts objectives based on the context behind staff and stakeholder needs and requests
- Works in a corporate and co-operative way with all senior management, members and staff aligned with the organisational values and behaviours ensuring open, honest and transparent communication

Outcome and Delivery Focused

- Takes accountability for outcomes and responsibility for delivery in own area
- Sets clear organisational objectives linked to priorities, cascading challenging yet achievable deliverables to directorates
- Monitors progress towards KPIs; acts as an enabler to achievement, not a blocker

- Knows what to do and when to do it, delivering at pace and changing path when necessary

Improvement Oriented

- Leads and drives initiatives to identify and deliver efficiencies across the council and through partnership working
- Challenges self and other to think outside of the box; enables the council to continuously improve and innovate in the long term

Customer First

- Focuses on the customer – recognises the focus of making lives better for the people of Liverpool as citizens and partners
- Is committed to customer excellence and accountable for the effective resolution of complaints and uses customer feedback for organisational learning and continuous improvement

Valuing Difference

- Ensures equality of access to services across the organisation and community
- Respects and values difference – understands that not one size fits all
- Listens to staff and involves them in decisions, trusts people without micromanaging

Supervision and Management Responsibility:

- Create a culture and environment of innovation, integration and creativity to empower communities, service providers, wider stakeholders and other commissioners to generate new solutions and ideas

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- Monitor and manage performance, of teams, individuals, and programmes of work ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce succession planning and development
- Recognises achievements and provides constructive feedback and guidance to encourage development and work-based learning, ensuring staff take responsibility for their own learning

Budget and Financial Responsibility:

- Be fully accountable for managing the Council's resources effectively and in compliance with statutory and financial regulations. This includes managing your own functional cost centre budget, managing contracts effectively, using time and resources efficiently, and promoting sustainability through waste reduction and reuse
- Set, monitor, and control delegated capital and revenue budgets to support delivery of the Council's strategic objectives and policies
- Promote a culture of value for money, ensuring financial compliance and identifying opportunities for savings and efficiencies
- Explore and secure funding and income generation opportunities to support innovation and service sustainability
- Use relevant performance and financial benchmarking data to inform business planning and drive continuous improvement
- Maintain accurate financial records using the Corporate Finance System.
- Commission and interpret financial management information to support informed, strategic decision-making
- Plan, procure, and negotiate contractual arrangements to ensure delivery within affordability limits while achieving best value for the Council

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:

- The role is primarily office-based and requires regular use of display screen equipment, including laptops and mobile devices

Corporate Responsibility:

- Demonstrate a commitment to customer excellence by responding to feedback, including complaints, and using it to drive continuous improvement
- Manage people and programmes effectively and in line with the Council's People Plan
- Help make the Council a great place to work by living its values, role modelling the Nolan Principles actively engaging in regular communication (including team meetings), undertaking required training (including assigned leadership development modules), and taking responsibility for personal performance
- Support business continuity, emergency planning and risk management
- As a member of the Council's Management Team, maintain a substantial in-person presence at Council offices, reflecting the leadership, collaboration and organisational responsibilities of the role
- Participate in the strategic out of hours rota
- Promote the Council's commitment to equal opportunities and ensure non-discriminatory and anti-racist practices in all aspects of work
- Ensure all work is carried out in accordance with health and safety legislation, codes of practice, and the 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 4.**

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.

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Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- In accordance with the Local Government Act 1972 and Local Government Finance Act 1988, the CFO must be a member of one of the following bodies in order to qualify as a responsible officer:
  - The Institute of Chartered Accountants in England and Wales
  - The Institute of Chartered Accountants in Scotland
  - The Chartered Association of Certified Accountants
  - The Chartered Institute of Public Finance and Accountancy
  - The Institute of Chartered Accountants Ireland
  - The Chartered Institute of Management Accounts and
  - Any other body of accountants established in the United Kingdom and for the time being approved by the Secretary of State

Desirable

- Evidence of continuous professional development and maintenance of professional accreditation
- Postgraduate or executive leadership qualification

Experience

Essential

- Substantial senior leadership experience within a large, complex organisation, including responsibility for corporate finance and organisational decision-making
- Proven experience of undertaking, or operating at a level commensurate with, statutory Section 151 responsibilities, including financial governance, stewardship, assurance and regulatory compliance
- Demonstrable success in leading financial recovery, transformation and improvement programmes, delivering sustainable organisational and financial outcomes
- Significant experience of financial strategy development, medium-term financial planning, budget setting and financial management within a complex organisational environment
- Proven track record of managing significant budgets, resources and funding streams within a financially challenging environment
- Experience of providing strategic advice and constructive challenge to senior leaders, elected members and key stakeholders
- Experience of working effectively within a politically led environment, building productive relationships with elected members, statutory officers and external partners
- Proven ability to lead, motivate and develop large, multidisciplinary teams whilst driving a high-performance culture
- Experience of delivering services through a range of operating models, including direct delivery, commissioning, partnership and collaborative arrangements

Desirable

- Experience of leading large-scale financial, ERP or systems transformation programmes
- Experience of working across complex organisational structures, including group companies, arm's-length organisations and strategic partnerships.
- Experience of supporting organisational improvement activity subject to external assurance, inspection, intervention or regulatory oversight.
- Experience of working in a major city, metropolitan authority or similarly complex public sector environment

Skills/Abilities

Essential

- Significant understanding of the legislative, regulatory and policy framework relating to local government finance
- Ability to provide credible strategic leadership and influence decision-making at political, organisational, regional and national levels
- Excellent communication skills, including the ability to present complex financial and strategic information clearly and persuasively to a wide range of audiences
- Ability to build effective working relationships, negotiate successfully and influence outcomes across organisational and partnership boundaries
- Strong analytical, strategic thinking and problem-solving skills, with the ability to interpret complex information and make sound judgements
- Demonstrates the highest standards of integrity, accountability and professional judgement expected of a statutory officer
- Ability to lead through complexity, uncertainty and change whilst maintaining organisational performance, stakeholder confidence and service delivery

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Desirable

- Ability to identify and exploit opportunities for innovation, commercialisation and service improvement
- Strong programme and project leadership skills, including delivery of large-scale organisational change

Commitment

Essential

- An understanding of and a personal commitment to the vision, aims, values and priorities of Liverpool City Council

Other

Essential

- This post is subject to a Basic DBS and Baseline Personnel Security Standard (BPSS)

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