Job Description

Job Title	Head of Financial Strategy and Reporting
Directorate	Finance and Resources
Service Area	Finance
Grade	13
Competency Level	4
Salary	£80,881 - £86,688
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	

Job Purpose

This is a key role directly supporting the Director of Finance – Technical and Strategic (Deputy S151) by leading the Council's financial planning, treasury management, and medium-term financial strategy (MTFS). The post holder will ensure robust financial models, strategic insight, reporting, and governance frameworks are in place to help shape long-term financial priorities, informed, strategic decision-making and statutory compliance.

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Directly Responsible For:

The post holder will have line management and budget responsibility for Financial Planning, Treasury Management, and Grant Management teams of approximately 10-12 FTEs, providing effective management and leadership to staff within these teams, including all aspects of performance management and staff development.

In addition, the post holder has matrix management responsibilities for a variety of staff, including outside of financial management roles, and that includes developing, allocating, and assessing the work of others carried out across a variety of different work streams.

Directly Responsible To:

Director of Finance – Technical and Strategic (Deputy S151)

Main Areas of Responsibility:

Medium Term Financial Strategy and Financial Planning

- Support the Director of Finance – Technical and Strategic (Deputy S151) in leading the development, coordination, delivering and maintenance of the Council's MTFS, capital strategy, and annual budget-setting process
- Develop and maintain financial models that reflect organisational priorities, legislative changes, and emerging national policy
- Oversee financial planning assumptions and the creation, maintenance, and analysis of scenario modelling to support strategic decisions
- Review and improve financial planning processes and procedures to ensure they remain robust, efficient, and fit for purpose
- Produce clear, timely, and accurate financial reports for senior leadership and elected members, highlighting risks, opportunities, and emerging pressures

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- Provide expert financial planning advice to senior finance leaders, Strategic Finance Business Partners, and the Head of Financial Performance & Insight
- Provide specialist support for major business cases and financial modelling for budget holders and other finance teams

Financial Reporting, Governance, and Controls

- Oversee the management and control of the final accounts process and related external reporting including key relationships with external audit
- Ensure appropriate reporting, governance and controls are in place for VAT and TAX including compliance with HMRC requirement and provide advice where appropriate on VAT and Tax issues.
- Ensure effective financial reporting frameworks are in place, promoting best practice and innovative ways of working
- Oversee forecasting and reporting of key balance sheet items to support prudent financial management
- Ensure core financial systems are effectively managed, including the implementation of necessary controls, processes, reconciliations and reporting
- Support year-end activities and statutory reporting related to financial planning and treasury
- Oversee financial governance, monitoring, and reporting of inbound grants
- Coordinate statutory/other returns as required
- Contribute to continuous improvement in financial planning, treasury processes and financial controls
- Continuously improving and developing key financial systems and processes that are used across the council

Treasury Management

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- Support the Director of Finance – Technical and Strategic (Deputy S151) in leading the development, implementation, and monitoring of the annual Treasury Management Strategy
- Oversee the preparation and monitoring of key treasury components including the capital financing requirement and prudential indicators
- Provide expert advice on treasury activities and oversee day-to-day management of borrowing, investments, cashflow forecasting and debt
- Ensure all treasury activities comply with statutory guidance, professional codes, and internal policies
- Oversee the Council's banking arrangements, including mandates, controls and any retendering processes

Leadership, Stakeholder Engagement, and External Relations

- Provide leadership across Financial Planning and Treasury Management, ensuring clear direction, strong communication, and effective staff development
- Manage a team of direct and indirect reports, supporting performance, development, and training
- Maintain relationships with external advisors, government bodies, and partners
- Support and advise the Audit Committee and Finance & Resources Scrutiny Committee, including designing and delivering member training programmes

Additional Responsibilities

- Support the implementation and organisational readiness for the replacement of the Council's SAP ERP system
- Contribute to continuous improvement in financial planning, treasury management processes and financial controls

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- Provide leadership for improvements in Financial Management across the council and for the operating model of the Finance function
- Support the development of both financial and non-financial management policies (e.g. procurement), explain to others how these policies might be applied and when necessary, advise on adaptation of these policies to ensure compliance with changing external financial management regulations
- Procurement and management of contracts including for financial systems within the service to ensure VFM and compliance in procuring and the opportunities for efficiencies are identified and taken in relation to price and activity

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 your own functional cost centre budget, 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

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- Leading the operational management of treasury investments and borrowing including existing liabilities of more than £900m.
- Provide line management and budgetary control over a team of 10 – 12 FTE.
- Support and advise budget holders to manage within limited and reducing resources
- Support and advise senior budget holders to manage financial risk and protect the financial health of the Council
- Explore different options for funding and income generation in support of the MTFS
- Shared accountability for setting and delivery of a Capital programme over £400m and a net revenue budget over £700m.

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 post holder will be required to use display screen equipment and sit 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

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- Commitment to managing people well and in line with the Council's People Plan
- Business continuity, emergency planning and risk management
- Participation in the tactical/out of hours rota
- 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 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.

Person Specification

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

Qualification and training

Essential

- Educated to degree level or equivalent (A, I)
- CCAB/CIMA professional qualification and full membership (A, I)
- Evidence of continuous professional development which reflects commitment to effective management in a large organisation (A, I)

Desirable

- Management qualification or on the job experience supplemented with relevant training

Experience

Essential

- Extensive senior-level experience within a large and complex organisation, operating in politically led or highly accountable governance environments, building constructive relationships with elected members, senior leaders, partners and stakeholders (A/I)
- Strong experience in financial planning, budgeting and forecasting, with the ability to use financial insight, analysis and modelling to guide strategic decision-making, assess risk and identify opportunities recognising the key

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issues affecting local government and the statutory and legislative framework (A/I)

- Strong knowledge and/or experience of treasury management, capital financing and cashflow management, including the statutory and legislative frameworks affecting local government (A/I)
- Background in a local authority or similar public sector environment, with a sound understanding of financial governance, risk management and regulatory requirements (A/I)
- Proven track record of leading significant service transformation, improvement and change, delivering successful outcomes and driving innovation (A/I)
- Demonstrated success in leading and managing high-performing teams, including developing and coaching managers (A/I)
- Experience working within a complex finance environment, interpreting and presenting complex information clearly to a range of audiences (A/I)
- Experience in developing or contributing to strategic initiatives, organisational planning and policy development (A/I)

Skills/Abilities

Essential

- Excellent relationship building, negotiation and influencing skills, with the ability to manage diverse and sometimes conflicting stakeholder interests (A/I)
- Exceptional written and verbal communication skills, able to explain complex issues clearly and present persuasively to varied audiences (A/I)
- Strong strategic thinking and horizon scanning capability, able to anticipate changes in the internal and external environment (A/I)
- Ability to contribute to and lead strategic initiatives, policies, and organisational planning (A/I)

- Highly self-motivated, able to work autonomously, manage competing priorities, and meet multiple deadlines (A/I)
- Skilled in evidence-based decision-making, particularly in environments of uncertainty, ambiguity, or incomplete information (A/I)

Desirable

- Project and change management experience
- Systems implementation experience

Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (A/I)
- Able to deliver the council's commitment to equality of opportunity both in provision of services and as an employer (A/I)

Other

Essential

- A demonstrable record of achievement in promoting and delivering service improvement, customer care, safeguarding and equality and diversity (A/I)
- Ability to maintain, develop and monitor performance indicators for services and use them proactively to improve performance (A/I)

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