Job Description

Job Title	Finance Manager
Directorate	Finance & Resources
Service Area	Finance
Grade	8
Competency Level	2
Salary	£47,664 - £53,051
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	N/A

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Job Purpose

- To contribute to the achievement of corporate objectives and those of the Portfolio
- To ensure the provision of appropriate financial advice to Directors and Service Managers
- To facilitate the overall improvement in the management and performance of the financial administration of the City Council, with regard to the financial and operational management of services

Directly Responsible For:

Education Finance Team

Directly Responsible To: Group Finance Manager

Group Finance Manager – Education and Early Help

Main Areas of Responsibility:

The Finance Manager will:

- Be responsible to the Group Finance Manager for assisting in the management of the finance team, with specific responsibility for 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

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- Assist in 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
- Assist in the annual closure of accounts process ensuring compliance with all current statutory and professional accounting codes and financial reporting requirements. Including the preparation of complete, up to date, and accurate final accounts working papers, provision of appropriate evidence to auditors in support of accounting entries and actions taken
- Complete all financial returns and grant claims with supporting working papers promptly, accurately and completely within deadlines set by funding bodies and for audit
- Be responsible for the provision of regular, cyclical and ad-hoc budgetary control information and advice to budget holders and managers at all levels, within agreed timescales and ensuring the needs and requirements of budget holders are met
- Provide intelligent analysis of financial information to cost centre managers to assist in the financial management of services within the Portfolio
- Identify and advise senior management of external funding opportunities and oversee financial bid preparation / 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
- Explore and advise managers on innovative solutions to problems and issues in a pro-active manner
- Respond to and action recommendations raised and agreed with Internal and External Audit, within agreed timescales
- Develop accounting procedures and to assist with the development of management information systems

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- Be an effective member of the management team and other working parties / groups and to deputise for the Group Finance Manager as appropriate
- Undertake financial management training for the finance support staff and other non-finance managers as appropriate
- Be responsible for the implementation of the City Council's personnel policies and procedures for the Finance Team
- 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:

There are no supervisory or line manager 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
- 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

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Physical Demands of the Job:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

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.

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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

- Full membership of a recognised accounting qualification (e.g., CCAB or equivalent) (A,I)

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 financial information and advice to budget holders/non finance managers (A.I)
- Experience of staff management and supervision in a financial environment (A.I)

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Desirable

- Experience of providing budgetary control and unit cost information
- Experience of preparing government financial returns and grant claims
- Experience of Local Government Finance and ability to adapt to future developments

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.E)
- Ability to contribute to a team working environment (A.I)
- Ability to analyse and evaluate data (A.I)

Desirable

- Ability to manage change
- Ability to work in a multi-disciplinary team environment representing the finance function and with minimum levels of supervision
- Ability to manage own and other workload
- Ability to contribute to a team working environment
- Ability to analyse and evaluate data
- Ability to work accurately to deadlines

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Commitment

Desirable

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

Other

Desirable

- Commitment to and awareness of the issues involved in securing safe working environments
- Understanding of customer care issues affecting the provision of services to both internal and external customers
- Occasional working outside normal hours and attendance at evening meetings