

JOB DESCRIPTION

Job Title	Assistant Director - Finance
Salary Band	SCP 61 - 63
Reporting to	Director of Corporate Services
Directorate	Corporate Services
Service Area	Finance
Political Restriction	This post is politically restricted

1. Primary Purpose of the Post

- Support the Director of Corporate Services (Section 73 Officer) and act as the Deputy Section 73 Officer in respect of the Combined Authority.
- Undertake the role of Chief Financial Officer for Merseytravel.
- Take overall responsibility for the Finance function servicing both Merseytravel and the Combined Authority and provide direct support to the Director of Corporate Services through the delivery of strategic financial planning, provision of strategic financial advice, maintenance of a sound financial management framework, overseeing the core financial processes, financial accounts, and treasury management.
- Be a proactive, collaborative member of the LCR Combined Authority Senior Leadership Team.

2. Key Role Specific Responsibilities

- Develop, implement and monitor the medium term financial plans for both Merseytravel and the Combined Authority to ensure these are linked to all relevant plans and strategies.
- Support the Director of Corporate Services in ensuring organisational financial integrity across both Merseytravel and the Combined Authority through sound and effective stewardship of both organisation's accounts, debt management and investments and associated financial information systems.
- Manage the budget setting and monitoring processes for Merseytravel and the Combined Authority in respect of both revenue and capital activity.
- Manage the accounts closure process for the Combined Authority, Merseytravel; and associated subsidiary companies.
- Ensure proactive implementation, monitoring and review of legislative and financial regulation.
- Provide specialist direction in relation to the management of the Combined Authority's treasury function.
- Support the Director of Corporate Services in ensuring robust corporate governance and monitoring is in place so both Merseytravel and the Combined Authority can meet their obligations in respect of their statutory duties.

- Support the elected members of the Combined Authority and its respective committees, providing advice and support as required.
- Provide financial support and expertise on relevant internal and external groups.
- Provide financial management and technical accounting support to the Investment Team.
- Lead on specific pieces of work as directed by the Director of Corporate Services.
- Ensure that continuous improvement and value for money are delivered by challenging existing practices and looking at opportunities to innovate and modernise service delivery.

3. General Senior Leadership Responsibilities

- Effective leadership and management of staff within a Service/group of functions encouraging a continuous improvement ethos to develop outstanding services/functions, where VFM (value for money) is delivered and where innovation and innovation can flourish.
- Foster a positive working and learning environment, ensuring accountabilities and priorities are clear to services, teams and individuals, learning and development needs are identified and delivered including coaching/mentoring opportunities and that there is proactive management of employee relations, performance, and attendance.
- Contribute to the preparation of corporate plans, risk register and budget and lead on Service Plans, risk registers, budgets and resource planning for the areas of defined responsibility.
- Ensure effective performance management, actively engaging with Combined Authority's performance management framework, delivering all personal and Service performance targets as agreed, managing identified risks, and contributing to the management of Directorate and Corporate risks.
- Demonstrate the Combined Authority's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken; promoting full consideration of the equality impacts of decisions on all the Protected Characteristics. Advance non-discriminatory practices in all aspects of work undertaken.
- Share and communicate a clear understanding of the Combined Authority priorities across the Directorate.
- Ensure compliance with legislation and Combined Authority policies and procedures in relation to governance including supporting the scrutiny process and the completion of the annual governance statement.
- Be a proactive and collaborative member of the Combined Authority's Strategic Leadership Team, providing expertise, advice, and guidance as required.
- Display organisational behaviours of LCR First, Respect and Action Focus encouraging others to do likewise and role model the leadership expectations outlined in the Combined Authority Leadership Charter to inspire and empower the wider Combined Authority team.
- Establish effective relationships and collaboration with constituent local authorities/bodies to support long term ambition and delivery of the Combined Authority Corporate plan.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally.

- Work with public and other relevant bodies to support LCR's communities, through services and activities which address local concerns, and which foster social capital and resilient communities.
- Promote the work of the Combined Authority and LCR locally and nationally promoting local decision making and 'Devolution by Default'.
- Be responsible for the wellbeing and health & safety of staff in line with organisational policies and guidance around attendance at work and health & safety.

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 at the time of writing. There is recognition that the Combined Authority is likely to be subject to continuous change. As such, senior officers are expected to work flexibly and accept that their areas of specific responsibility may also be subject to change.

PERSON SPECIFICATION

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Salary Band	SCP 61 - 63

QUALIFICATIONS AND TRAINING	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
1. Degree and/or management qualification (or equivalent through work related experience)	E	A
2. CIPFA or CCAB Qualified	E	A
3. Membership of an accountancy body recognised by the International Federation of Accountants, qualified through examination, and subject to oversight by a professional body that upholds professional standards and exercises disciplinary powers	E	A
4. Evidence and commitment to continuous personal and professional development	E	I
EXPERIENCE	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
5. Significant, demonstrable experience of working as a finance professional at a senior level in a public sector organisation or other organisation of comparable scope and complexity.	E	A
6. Significant experience of budgetary responsibility including the successful management of large and complex budgets, delivery of savings.	E	A
7. Comprehensive experience of financial and resource management and providing specialist technical input into major capital schemes.	E	A
8. Experience of using financial and commercial awareness and the ability to analyse complex information to deliver objectives.	E	A
9. Evidence of delivering high quality services.	E	I
10. Evidence of creative, innovative thinking, encouraging ideas from across teams, creatively working around constraints and challenges and capable of translating ideas into policy and practice.	E	T

KNOWLEDGE	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
11. Knowledge of current finance methodology, regulations, standards, and good practice.	E	I
12. An understanding of the LCR devolution agreement, local government, central government and their roles structures and relationships.	E	I
SKILLS AND ABILITIES	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
13. Ability to understand and interpret financial regulations and apply to final accounts process.	E	I
14. Managing financial reporting in compliance with statutory legislation.	E	I
15. Experience in management and administration of grant funding.	D	I
16. Experience of year end accounts procedures in a significant public or private sector organisation.	E	A
17. Ability to understand, interpret and adopt other business and financial reports.	E	I
18. Experience of compiling statutory returns - WGA, RA, CER etc.	D	A
19. Experience of submission of VAT claims and legislation and other tax issues.	E	A
20. Ability to lead, inspire and motivate others within a culture of proactive service delivery and continuous improvement.	E	T
21. Highly developed influencing and persuasion skills with a determination to deliver.	E	T
22. Proven ability to develop and maintain effective working relationships with integrity, credibility and influence with Executive and Senior Leadership Team colleagues and other key stakeholders.	E	T
23. Able to deliver and lead others, prioritising competing demands to meet deadlines.	E	T
24. Positive, flexible, responsive, dynamic, and creative approach to problem solving, encouraging ideas from across teams, working around constraints and challenges to translate ideas into practice.	E	T
25. Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way.	E	T
26. Experience and ability to build effective working relationships with a wide range of stakeholders.	E	I
27. High level of skill in strategic and analytical thinking allied with an ability to make effective, critical decisions.	E	T

BEHAVIOURS	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
28. Commitment to follow and amplify the LCR Combined Authority agreed behaviours of LCR First, Respect and Action Focus	E	I
29. Demonstrates the highest levels of professionalism.	E	I
30. Ability to demonstrate integrity linked to a high level of personal resilience and a determination to deliver LCR Combined Authority goals and strategies.	E	T
31. Ability to work collaboratively.	E	T
32. Ability to work to deadlines and respond to public scrutiny.	E E	I A
33. Commitment to continuous improvement.	E	I
34. Ability to maintain confidentiality.		
35. Professional demeanour and credibility which commands the confidence of members, senior managers, staff, members, external partners and other stakeholders.	E	I
36. A high degree of probity and integrity, working appropriately within the constraints of a publicly funded organisation	E	I
COMMITMENT	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
37. An understanding of and a personal commitment to the Vision and Aims of LCR Combined Authority.	E	I
38. A commitment to providing a high-quality customer service and ensuring service standards are met.	E	I
39. Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	E	I
OTHER	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
40. Knowledge of the key issues facing a City Region.	D	I
41. Flexible approach to working hours and willingness to work flexibly as and when required.	E	I
42. Evidence of quality, time management and organisational skills	E	I
43. Ability to attend meetings inside and outside the City Region	E	I

Key to Assessment Methods:

- I - Interview,
- A - Application,
- T - Testing – including Psychometric assessment, job samples, presentations