

ROLE DESCRIPTION

Job Title	Finance Manager
Salary Band	SCP 41-43
Reporting to	Strategic Finance Manager
Directorate	Resources
Service Area and sub area	Finance
Team	Corporate Finance / Revenue & Grants
Political Restriction	No

<p>1. Primary Purpose of the Post</p> <p>This role will have responsibility for providing a comprehensive and proactive financial management service reporting to a Strategic Finance Manager.</p> <p>The role will work closely with the Finance Team and other Senior Managers across the Combined Authority and its subsidiaries.</p>
<p>2. Your responsibilities</p> <ul style="list-style-type: none"> • Manage and supervise a team of finance professionals and trainees, allocating duties and providing supervision for team members including recruitment, training, attendance and performance of staff. • Challenge existing processes in the drive for continuous improvement. • Contribute to the budget planning process, the development of proposed projects/schemes and associated grant funding; advising on any financial, technical accounting and statutory implications, as required. • Assist in the development and enhancement of financial management procedures and systems used by the Combined Authority and its subsidiaries. • Assist in the closure of accounts process ensuring statutory requirements are met. • Be responsible for ensuring compliance with regulatory and technical accounting requirements that fall within your remit, ensuring the integrity of financial records.



- Keep up to date with any legislative and accounting changes including consultation and proposed changes in legislation. Maintain professional awareness and attend seminars, courses or training sessions as may be required from time to time.
- Act as a key finance contact and representative on internal working groups/delivery boards.
- Represent the Combined Authority (and/or its subsidiaries) on external and sectoral groups.
- Deputise for the Strategic Finance Manager in their absence.
- Undertake any other tasks commensurate with the grade as directed.

This role 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.

3. General Corporate Responsibilities

- Support the implementation of the City Region’s Devolution agreement and wider strategic priorities
- Promote understanding of and adherence to the Combined Authority’s core values by modelling appropriate behaviours and encouraging others to do likewise.
- Promote and encourage continued improvement in service quality and efficiency.
- Participate in all aspects of training and development as directed to improve personal skills to improve effectiveness and efficiency of service delivery
- Compliance with all statutory requirements, standing orders and financial regulations of the organisation; ensuring all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the organisation’s safety plan.

4. Recruitment Plan

Presentation
Competency based interview

PERSON SPECIFICATION

Job Title: Finance Manager

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Relevant Degree or equivalent	D	A
CCAB (or CIMA) Qualified	E	A
Evidence and commitment to continuous personal and professional development	D	A/I

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience of managing and leading a team	E	A/I
Significant experience of budget monitoring and provision of robust financial advice and guidance	E	A/I
A proven track record of working with and influencing senior members of multi-disciplinary teams	E	A/I
Experience of working within complex activities and understanding their financial impacts	E	A/I
A strong track record of working to a senior level within a complex organisation and a clear understanding of the challenges and opportunities arising from working within a publicly accountable organisation	E	A/I
A good understanding of local authority finances and relevant codes of practice	D	A/I
Strong technical accounting acumen with a detailed understanding of the applicability of relevant accounting standards and conventions	E	A/I
An awareness of the aims and objectives of the Liverpool City Region Combined Authority, its devolution/integrated settlement agreement and its structures and relationships with constituent Local Authorities.	D	A/I
Knowledge of capital and revenue accounting including year end processes	E	A/I

Skills and abilities	E = Essential D = Desirable	Identified By
Excellent written and verbal communication skills	E	A/I/P



Ability to work constructively with and challenge internal and external stakeholders	E	A/I
Ability to work through problems, evaluate options and risks and offer practical solutions	E	A/I
Ability to plan, prioritise and organise own workload and to work to tight deadlines	E	A/I
Ability to work accurately and demonstrate attention to detail	E	A/I
An ability to challenge processes, procedures and reports and to continually improve standards	E	A/I
Extensive experience of use and interrogation of financial ledgers	E	A/I
Able to produce and analyse detailed and informative management information	E	A/I
Ability to work to strict deadlines with limited direction and calm under pressure	E	A/I

Personal Attributes	E = Essential D = Desirable	Identified By
Knowledge of the key issues facing the City Region	D	A/I
Evidence of quality, time management and organisational skills	E	A/I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Flexible approach to working hours and willingness to work flexibly as and when required	E	A/I
A commitment to, and understanding of equal opportunities	E	A/I

Key to Assessment Methods:

I – Interview	A - Application
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