

ROLE DESCRIPTION

Job Title	Strategic Finance Manager
Salary Band	44-50
Reporting to	Head of Finance
Directorate	Resources
Service Area and sub area	Finance Service Finance
Team	Corporate / Major Programmes / Revenue / Grants & Revenue
Political Restriction	No

1. Primary Purpose of the Post
<ul style="list-style-type: none"> The role will have the responsibility for providing a proactive and comprehensive strategic financial management service to Combined Authority. Reporting directly to the Head of Finance and working closely with Senior Managers throughout the organisation the postholder will provide leadership across a team of Finance Professionals.
2. Your responsibilities
<ul style="list-style-type: none"> Proactive member of the finance senior management team, developing and delivering the finance business plan and priorities. Develop effective relationships and provide high quality financial advice, strategy, planning, monitoring and reporting across the organisation. Provide robust financial advice on financial planning, implications of service development proposals and statutory changes. Provide comprehensive strategic financial advice to senior managers and political leaders. Support the provision of a comprehensive and proactive Business Partner Service, supporting managers and budget holders across the organisation. Effectively lead and manage staff within and across the team, create a positive working environment empowering, motivating and inspiring teams and colleagues. Maintain professional awareness and a knowledge of legislative and accounting changes, including consultation and proposed changes in legislation.



- Undertake relevant recruitment, training, performance management, attendance and staff management activities across the service.
- Represent Combined Authority on technical external and sectoral groups.
- Be an ambassador for the service on internal working groups, promoting the value and benefits of the function.
- Deputise for the Head of Finance 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

- Time and workload management
- Building effective relationships with clients
- Promoting a culture of continuous improvement
- Identifying and applying best practice in how we conduct our business.
- Commercial awareness – keep up to date with developments relevant to our customers.
- Encouraging innovative thinking, in both how we deliver and how our customers deliver.
- Maintaining an up-to-date awareness of developments in relevant regulation and professional requirements (e.g. CPD).
- Commitment to demonstrating the Corporate Behaviours and upholding high ethical standards
- 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

Competency Based Interview
Presentation

PERSON SPECIFICATION

Job Title: Strategic Finance Manager

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
CCAB (or CIMA) Qualified Accountant.	E	A
Evidence and commitment to continuous personal and professional development	D	A/I
Experience and knowledge	E = Essential D = Desirable	Identified By
Significant experience of strategic planning, budgeting and the provision of robust financial advice and guidance	E	A/I
Experience of delivering a professional, proactive Business Partnering Service	D	A/I
A demonstrable track record of working with and influencing senior members of multi-disciplinary teams	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
Knowledge of the Local Authority Accounting Code of Practice	E	A/I
Experience of interpreting and applying financial reporting standards	E	A/I
Strong technical accounting acumen with a detailed understanding of the applicability of relevant accounting standards and conventions	E	A/I
Experience of leading and managing teams within a complex public sector organisation	E	A/I
Extensive knowledge of capital and revenue accounting	E	A/I
A detailed knowledge of local authority or public sector finances	D	A/I
An awareness of the aims and objectives of the Liverpool City Region Combined Authority, its devolution agreement and its structures and relationships with constituent Local Authorities	D	A/I



Skills and abilities	E = Essential D = Desirable	Identified By
Excellent written and verbal communication skills	E	A/P
Ability to work constructively with and challenge internal and external stakeholders	E	A/I
Excellent financial management and analytical skills	E	A/I
Ability to work through problems, evaluate options and risks and offer practical solutions	E	A/I
Ability to engage and work with a range of professionals	E	A/I
Ability to plan, prioritise and organise individual and team work load and to work to tight deadlines	E	A/I
Extensive experience of use and interrogation of financial ledgers	E	A/I
Effective decision making skills	E	A/I
An ability to challenge processes, procedures and reports and to continually improve standards	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
Flexible approach to working hours and willingness to work flexibly as and when required	E	A/I
Evidence of quality, time management and organisational skills	E	A/I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Knowledge of the key issues facing the City Region	D	A/I
Understanding of equal opportunities	E	A/I

Key to Assessment Methods:

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION