

## JOB DESCRIPTION

Job Title	Strategic Finance Manager
Salary Band	44-50
Reporting To	Assistant Director of Finance
Political Restriction	TBC

### 1. Primary Purpose of the Post

The Finance Service is about to embark on a significant change journey and this exciting role will be instrumental in developing the shape and design of its vision for the future.

The role will have the responsibility for providing a proactive and comprehensive management accounting support service to The Liverpool Combined Authority. Reporting directly to the Assistant Director of Finance and working closely with Senior Managers across the organisation the postholder will lead and manage a team of Finance Business Partners and Finance Professionals in the development and delivery of a comprehensive finance service.

### 2. Key Role Specific Responsibilities

- Take a lead role in driving the development of the management accounting function to ensure high quality, effective and efficient service provision.
- To take a significant role in strategic financial planning for the preparation and maintenance of the medium-term financial plans for the Combined Authority.
- Provide a comprehensive and proactive Business Partner Service, supporting managers and budget holders across the organisation.
- Develop effective relationships and provide high quality financial advice, strategy, planning, monitoring and reporting.
- Provision of robust financial advice on financial management, implications of service development proposals and statutory changes. Provide comprehensive financial advice to senior managers and political leaders.
- Manage a team of management accountants and finance professionals to ensure the delivery of proactive financial support and advice to service leads on all revenue and capital budgets.
- Manage a team of grant accountants and supporting officers to ensure effective and efficient monitoring, reporting and provision of guidance.
- Lead, develop and enhance financial management procedures, processes and systems.
- Keep up to date with any legislative and accounting change 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.
- To manage the accounting and financial management reporting standards and to provide continuous professional advice in relation to their application, review, maintenance and development.
- Undertake relevant recruitment, training, performance management, attendance and

staff management activities across the service.

- To represent Combined Authority and the LCR CA on external and sectoral groups.
- To act as a key finance contact and representative on internal working groups.
- To deputise for the Assistant Director of Finance in his/ her absence.
- Undertake any other tasks commensurate with the grade as directed.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing



## PERSON SPECIFICATION

**SERVICE AREA:** Liverpool City Region Combined Authority  
Corporate Services

**JOB TITLE:** Strategic Finance Manager Management Accounting

**GRADE:** 44-50

	CRITERIA	METHODS OF ASSESSMENT
Qualifications and Training	1. CCAB (or CIMA) Qualified Accountant (E)	A
	2. Evidence and commitment to continuous personal and professional development. (D)	A/I
Experience & Knowledge	3. Significant experience of strategic planning, budgeting and the provision of robust financial advice and guidance (E)	A/I/P
	4. Experience of delivering a professional, proactive Business Partnering Service (D)	A/I
	5. A proven track record in developing and implementing financial systems, processes and procedures. (E)	A/I
	6. A demonstrable track record of working with and influencing senior members of multi-disciplinary teams. (E)	A/I
	7. 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 publically accountable organisation. (E)	A/I
	8. Knowledge of the Local Authority Accounting Code of Practice. (E)	A/I
	9. Experience of interpreting and applying financial reporting standards (E)	A/I
	10.Strong technical accounting acumen with a detailed understanding of the applicability of relevant accounting standards and conventions. (E)	A/I
	11.A detailed knowledge of local authority finances. (D)	A/I

	<b>CRITERIA</b>	<b>METHODS OF ASSESSMENT</b>
	12. 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
<b>Skills/Abilities</b>	13. Excellent written and verbal communication skills. (E) 14. Ability to work constructively with and challenge internal and external stakeholders. (E) 15. Excellent financial management and analytical skills. (E) 16. Ability to work through problems, evaluate options and risks and offer practical solutions. (E) 17. Ability to engage and work with a range of professionals. (E) 18. Ability to plan, prioritise and organise individual and team work load and to work to tight deadlines. (E) 19. Extensive experience of use and interrogation of financial ledgers. (E) 20. Effective decision making skills. (E) 21. An ability to challenge processes, procedures and reports and to continually improve standards. (E) 22. Ability to work to strict deadlines with limited direction and calm under pressure. (E)	A/I/P A/I A/I A/I A/I A/I A/I A/I A/I
<b>Other</b>	23. Knowledge of the key issues facing the City Region (D) 24. Flexible approach to working hours and willingness to work flexibly as and when required. (E) 25. Evidence of quality, time management and organisational skills. (E) 26. Understanding of equal opportunities. (E)	A/I A/I A/I A/I

### Key to Assessment Methods:

I - Interview P - Presentation A - Application E - Exercise T - Test AC – Assessment