

## **ROLE DESCRIPTION**

<b>Job Title</b>	Strategic Finance Manager – Financial Planning & Analysis
<b>Salary Band</b>	44-50
<b>Reporting to</b>	Head of Finance
<b>Directorate</b>	Resources
<b>Service Area</b>	Finance
<b>Political Restriction</b>	No

<b>1. Primary Purpose of the Post</b>
<ul style="list-style-type: none"> <li>The role will have the responsibility for providing a proactive and comprehensive financial planning service to The Liverpool Combined Authority. Reporting directly to the Head of Finance and working closely with Senior Managers throughout the organisation the postholder will provide leadership across the team of Finance Business Partners and Finance Professionals in the development and delivery of a comprehensive annual budget and Medium Term Financial Strategy.</li> </ul>
<b>2. Your responsibilities</b>
<ul style="list-style-type: none"> <li>To take the lead role in strategic financial planning for the preparation and maintenance of the medium-term financial plans for the Combined Authority.</li> <li>Support the provision of a comprehensive and proactive Business Partner Service, supporting managers and budget holders across the organisation.</li> <li>Develop effective relationships and provide high quality financial advice, strategy, planning, monitoring and reporting.</li> <li>Provision of robust financial advice on financial planning, implications of service development proposals and statutory changes. Provide comprehensive financial advice to senior managers and political leaders.</li> <li>Lead, develop and enhance financial planning procedures, processes and systems.</li> <li>Manage staff within the team as and when required.</li> <li>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.</li> <li>To manage the accounting and financial management reporting standards and to provide continuous professional advice in relation to their application, review, maintenance and development.</li> </ul>



- 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 Head of Finance in his/ her absence.
- Undertake any other tasks commensurate with the grade as directed.

### **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.

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

**Job Title:** Strategic Finance Manager – Financial Planning & Analysis

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/P
Experience of delivering a professional, proactive Business Partnering Service	D	A/I
A proven track record in developing and implementing financial systems, processes and procedures.	E	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
A detailed knowledge of local authority 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

<b>Skills, abilities and personal attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Excellent written and verbal communication skills.	E	A/I/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
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<b>Commitment and Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Knowledge of the key issues facing the City Region.	D	A/I
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
Understanding of equal opportunities.	E	A/I

### Key to Assessment Methods:

A - Application	I – Interview
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