



ROLE DESCRIPTION

Job Title	Director of Finance
Salary Band	C0308a
Reporting to	Executive Director - Resources
Directorate	Resources
Service Area and sub area	Accountancy Procurement Commercial Internal Audit
Team	
Political Restriction	This post is politically restricted

1. Primary Purpose of the Post
<p>Provide strategic leadership for the Finance, Internal Audit, Procurement & Commercial functions and set the strategic direction for these functions to meet the ambitions of the Liverpool City Region Combined Authority (LCRCA).</p> <ul style="list-style-type: none">• Support the Executive Director - Resources (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 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, bidding & proposals management and treasury management.• Take overall responsibility for the Internal Audit Function through the delivery of strategic internal audit, corporate risk management, counter fraud and insurance functions.• Take overall responsibility for the Procurement and Commercial Functions through the delivery of strategic procurement advice and a professional procurement function, ensuring compliance with relevant legislation across a large and diverse portfolio.• Be a pro-active, collaborative member of the LCRCA Senior Leadership Team.
2. Your responsibilities



- Develop, implement and monitor the medium- and longer-term financial plans for both Merseytravel and LCRCA to ensure these are linked to all relevant plans and strategies.
- Ensure organisational financial integrity across both Merseytravel and LCRCA 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 LCRCA in respect of both revenue and capital activity.
- Manage the accounts closure process for LCRCA, Merseytravel; and associated subsidiary companies.
- Ensure there are effective contract monitoring arrangements in place across all contracting activities and provide strategic advice to the organisation on how to achieve best value from contract monitoring and management.
- Play a lead role in ensuring that the organisation is making the best use of commercial opportunities across the range of its services and ensure that commercial activities are undertaken within an appropriate financial control environment
- Develop and maintain effective and commercial working opportunities across all functions.
- Proactively work with service providers to develop innovative commercial solutions and value-added proposals
- Provide commercial advice and support to colleagues. Addressing and resolving commercial issues and risks.
- Provide direction on the creation and delivery a comprehensive Procurement Strategy with a focus on ensuring value for money is achieved across all service areas.
- Analysis and resolution of contractual issues, making effective decisions, risk mitigation and driving continuous improvement of processes.
- Provide strategic direction and work closely with the Head of Internal Audit to deliver the annual Risk Assessment and Internal Audit Plan
- Leverage insights from both finance and audit to strengthen risk management practices.
- Maintain transparency and accountability across financial and audit activities for LCRCA and Merseytravel.
- Streamline reporting processes to provide clear and cohesive financial & audit reports.

- Monitor and review the arrangements for counter-fraud, ensuring the LCRCA and Merseytravel continue to take a proactive approach in the prevention of fraud.
- Ensure a value for money (VFM) insurance portfolio is delivered for the LCRCA and Merseytravel.
- Ensure proactive implementation, monitoring and review of legislative, procurement, financial & audit regulation.
- Provide specialist direction in relation to the management of LCRCA's treasury function.
- Ensure robust corporate governance and monitoring is in place so both Merseytravel and LCRCA can meet their obligations in respect of their statutory duties.
- Support the elected members of LCRCA and its respective committees, providing financial and technical advice and support as required.
- Provide financial management and technical accounting support to the Investment Team
- Build and maintain effective relationships with stakeholders and partners, building trusted partnerships striving to achieve the same goals and aspirations.
- Be a proactive and collaborative member of the Resources Directorate Leadership Team providing strategic leadership, direction, expertise, advice and guidance to the Executive Director – Resources and the Mayor.
- Lead on specific financial and non-financial programmes and projects at the request of the Executive Director and act as their deputy as required.

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 where VFM (value for money) is delivered and where innovation and innovation can flourish.
- Creating a positive working and learning environment, ensuring accountabilities and priorities are clear to Services, teams and individuals with development needs identified and delivered, including coaching/mentoring opportunities and proactive management of employee relations, performance and attendance.
- Contribute to the preparation of corporate plans, risk registers and resource planning for the areas of defined responsibility.
- Ensure effective performance management, actively engaging with LCRCA's performance management framework, and delivering all personal and Service performance targets as agreed, managing identified risks, and contributing to the management of Directorate and Corporate risks.



- Demonstrate the LCRCA'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.
- To share and communicate a clear understanding of the LCRCA priorities across the Resources Directorate.
- Ensure compliance with legislation and LCRCA 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 LCRCA Strategic Leadership Team and Resources Directorate Team, providing expertise, advice, and guidance as required.
- Display organisational behaviours of Liverpool City Region First, Respect and Action Focus encouraging others to do likewise and role model the leadership expectations outlined in the LCRCA Leadership Charter to inspire and empower the wider LCRCA team.
- Establish effective relationships and collaboration with constituent local authorities/bodies to support long term ambition and delivery of the LCRCA Corporate Plan.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- To embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally.
- To 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 LCRCA and LCR locally and nationally promoting local decision making and 'Devolution by Default'.

4. Recruitment Plan

Competency Based Interview
Assessment

PERSON SPECIFICATION

Job Title: Director of Finance

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Degree and/or management qualification (or equivalent through work related experience)	E	A
CIPFA or CCAB Qualified	E	A
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
Evidence and commitment to continuous personal and professional development	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
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, I
Experience of working within a political environment including advising and briefing politicians	E	A, I
Significant experience of budgetary responsibility including the successful management of large and complex budgets, delivery of savings	E	A, I
Comprehensive experience of financial and resource management and providing specialist technical input into major capital schemes	E	A, I
Proven track record of provision of specialist technical input into the formulation and delivery of commercial and procurement strategies and policies in a public sector organisation or other organisation of comparable scope and complexity	E	A, I
Experience of using financial and commercial awareness and the ability to analyse complex information to deliver objectives	E	A, I
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	A, I



Proven record of developing and utilising links with Stakeholders/Partners at a senior level	E	A, I
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Knowledge, Skills and abilities	E = Essential D = Desirable	Identified By
Knowledge of current finance and procurement methodology, regulations, standards, and good practice	E	A, I
Knowledge of the principles of risk and risk management and demonstrable experience in facilitating and promoting effective risk management in a complex organisation	E	A, I
An understanding of the LCR devolution agreement, local government, central government and their roles structures and relationships	E	A, I
Detailed understanding of relevant key government policies and the policy making/legislative process	E	A, I
Ability to understand and interpret financial, procurement and contractual regulations	E	A, I
Managing financial reporting in compliance with statutory legislation	E	A, I
Experience in management and administration of grant funding	E	A, I
Experience of year end accounts procedures in a significant public or private sector organisation	E	A, I
Ability to understand, interpret and adopt other business, financial and commercial reports	E	A, I
Experience of compiling statutory returns - WGA, RA, CER etc	E	A, I
Experience of submission of VAT claims and legislation and other tax issues	E	A, I
Ability to lead, inspire and motivate others within a culture of proactive service delivery and continuous improvement	E	A, I
Highly developed influencing and persuasion skills with a determination to deliver	E	A, I

Ability to develop and maintain effective working relationships with integrity, credibility and influence with national and local politicians, civil servants, officers, and other key stakeholders	E	A,I
Able to deliver and lead others, prioritising competing demands to meet deadlines	E	A,I
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	A,I
Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way	E	A,I
Ability to anticipate and understand the needs of the LCR CA and the city region and analyse and interpret information using judgement in creating solutions	E	A,I
Experience and ability to build effective working relationships with a wide range of stakeholders	E	A,I
Ability to negotiate, influence and give advice to politicians, senior managers and partner organisations	E	A,I
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	A,I
High level of skill in strategic and analytical thinking allied with an ability to make effective, critical decisions	E	A,I
Knowledge of the key issues facing the city region	E	A,I

Personal Attributes	E = Essential D = Desirable	Identified By
Commitment to follow and amplify the LCR CA agreed behaviours of LCR First, Respect and Action Focus	E	A,I
Demonstrates the highest levels of professionalism.	E	A,I
Ability to demonstrate integrity linked to a high level of personal resilience and a determination to deliver LCR CA goals and strategies	E	A,I



Ability to work collaboratively	E	A,I
Ability to work under pressure and public scrutiny Commitment to continuous improvement	E	A, I
Flexible approach to working hours and willingness to work flexibly as and when required	E	A, I

Key to Assessment Methods:

A - Application	I – Interview
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