

ROLE DESCRIPTION

Job Title	Head of Finance
Salary Band	Leadership – Level 1
Reporting to	Director of Finance
Directorate	Resources
Service Area	Finance
Political Restriction	No

1. Primary Purpose of the Post
<p>Provide strategic leadership for the Finance Service; -</p> <ul style="list-style-type: none"> • Support the Deputy Section 73 Officer in respect of the leadership and management of the delivery of financial services, ensuring appropriate levels of support are provided to enable the delivery of the Combined Authorities Corporate Priorities, whilst maintaining the financial stability of the organisation • Lead responsible officer for the Finance Function servicing both Merseytravel and the Combined Authority through the delivery of;- <ul style="list-style-type: none"> ○ Strategic financial planning, ○ Provision of strategic financial advice, ○ Maintenance of a sound financial management framework, ○ Overseeing the core financial processes and financial systems, ○ Production of financial accounts, ○ Development and implementation of Capital Strategy ○ Development and implementation of Treasury Management Strategy • Be a pro-active, collaborative member of the extended LCR Combined Authority Leadership Team.
2. Your responsibilities
<ul style="list-style-type: none"> • Develop, implement and monitor the medium-term financial plans for both Merseytravel and the Combined Authority to ensure these are linked to all relevant plans and strategies. • Ensure organisational financial integrity across both Merseytravel and the Combined Authority 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 the Combined Authority in respect of both revenue and capital activity. • Manage the accounts closure process for the Combined Authority, Merseytravel; and associated subsidiary companies.

- Ensure that the CA has effective contract monitoring arrangements in place across the range of its contracting activities and provide strategic advice to the organisation on how to achieve best value from contract monitoring and management.
- Take a lead role in integrating and aligning financial management with internal audit functions for the LCRCA and Merseytravel.
- Streamline reporting processes to provide clear and cohesive financial & audit reports.
- Ensure proactive implementation, monitoring and review of legislative and financial regulations.
- Provide specialist direction in relation to the management of the Combined Authority's treasury function.
- Ensure robust corporate governance and monitoring is in place so both Merseytravel and the Combined Authority can meet their obligations in respect of their statutory duties.
- Support the elected members of the Combined Authority 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 extended Resources Directorate Leadership Team providing leadership, direction, expertise, advice and guidance to relevant parties.
- Lead on specific financial and non-financial programmes and projects at the request of the Director and act as their deputy as required.

3. General Corporate Responsibilities

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.

4. General Leadership Responsibilities

- Effective leadership and management of staff within the Finance Service 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.



- Ensure effective financial management, actively engaging with LCRCA's Directorate & Leadership Teams, and delivering all personal and Service performance targets as agreed.
- 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 financial governance, including supporting the scrutiny process
- Be a proactive and collaborative member of the LCRCA 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.
- Promote the work of the LCRCA and LCR locally and nationally and advance involvement, communication, and communication with all stakeholders.
- Ensure the development, provision and analysis of high-quality financial 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'.

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: Head of Finance

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
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	D	A,I
Evidence of delivering high quality services.	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.	D	A,I
Proven record of developing and utilising links with Stakeholders/Partners at a senior level	D	A,I
Knowledge of current finance methodology, regulations, standards, and good practice.	D	A,I
An understanding of the LCR devolution agreement, local government, central government and their roles structures and relationships.	D	A,I

Detailed understanding of relevant key government policies and the policy making/legislative process.	D	A,I
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Skills, abilities and personal attributes	E = Essential D = Desirable	Identified By
Ability to understand and interpret financial, contractual regulations.	E	A,I
Managing financial reporting in compliance with statutory legislation.	E	A,I
Experience in management and administration of grant funding.	D	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 and financial reports	E	A,I
Experience of compiling statutory returns - WGA, RA, CER etc.	D	A,I
Experience of submission of VAT claims and legislation and other tax issues.	D	A,I
Ability to lead, inspire and motivate others within a culture of proactive service delivery and continuous improvement.	D	A,I
Highly developed influencing and persuasion skills with a determination to deliver	D	A,I,T
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.	D	A,I,T
Able to deliver and lead others, prioritising competing demands to meet deadlines.	D	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.	D	A,I
Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way.	D	A,I,T
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,T
Highly developed business and financial acumen.	D	A,I
Experience and ability to build effective working relationships with a wide range of stakeholders.	D	A,I
Ability to negotiate, influence and give advice to politicians, senior managers and partner organisations.	D	A,I
Evidence of creative, innovative thinking, encouraging ideas from across teams, creatively working around	D	A,I

constraints and challenges and capable of translating ideas into policy and practice.		
High level of skill in strategic and analytical thinking allied with an ability to make effective, critical decisions.	D	A,I

Commitment and Behavioural Competencies	E = Essential D = Desirable	Identified By
Commitment to follow and amplify the LCR CA agreed behaviours of LCR First, Respect and Action Focus.	D	A,I,T
Demonstrates the highest levels of professionalism.	D	A,I,T
Ability to demonstrate integrity linked to a high level of personal resilience and a determination to deliver LCR CA goals and strategies.	D	A,I,T
Ability to work collaboratively.	D	A,I,T
Ability to work under pressure and public scrutiny.	D	A,I,T
Commitment to continuous improvement.	D	A,I
An understanding of and a personal commitment to the Vision and Aims of LCR CA	D	A,I
A commitment to providing a high-quality customer service and ensuring service standards are met.	E	A,I,T
Commitment to and understanding of equal opportunities.	D	A,I
Knowledge of the key issues facing a City Region	E	A,I
Flexible approach to working hours and willingness to work flexibly as and when required.	D	A,I
Evidence of quality, time management and organisational skills.	D	A,I
Ability to attend meetings inside and outside the City Region.	D	A,I

Note for Candidates:

As part of our recruitment process, we will be using psychometric testing and stakeholder panels. Psychometric tests help us assess your cognitive abilities, personality traits, and job-related skills, ensuring a fair and unbiased selection.

Additionally, stakeholder panels, will provide diverse perspectives during the interview process.

These methods help us make well-rounded hiring decisions and find the best fit for both the role and our organisational culture

Key to Assessment Methods:

A - Application	I – Interview	P – Presentation
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