



## **ROLE DESCRIPTION**

<b>Job Title</b>	Programme Accountant
<b>Salary Band</b>	SCP 41-43
<b>Reporting to</b>	Strategic Finance Manager
<b>Directorate</b>	Resources
<b>Service Area and sub area</b>	Finance
<b>Team</b>	Finance Revenue, Capital and Major Projects Team (Place)
<b>Political Restriction</b>	No

<b>1. Primary Purpose of the Post</b>
<p>This role will have responsibility for providing a comprehensive and proactive financial management service offering commercial and financial insights on a major programme(s), and investment for the Liverpool City Region, ensuring value for money.</p> <p>The role will work closely with the Finance Team, Senior Managers and project leads across the programme(s).</p>
<b>2. Your responsibilities</b>
<ul style="list-style-type: none"><li>• The postholder will provide clear and concise financial expertise to stakeholders, working within the day-to-day activities and requirements of the programme(s);</li><li>• Provide a comprehensive and proactive Business Partner Service supporting managers and budget holders across the organisation;</li><li>• Provide accurate and robust financial advice and support on financial management, being a key contact for stakeholders on accounting policies;</li><li>• Ensure effective and efficient presentation of multi-year project financial management information, in-year budget monitoring and other reports as requested which are accurate, timely and appropriate for the audience;</li><li>• To maintain the integrity of any financial models which guide the financial management of the programme, updating and challenging any changes to baseline, including strict version control;</li></ul>



- Lead on any financial assessments of strategic decision making for the programme, ensuring properly costed, contributing data analysis and challenge to assumptions, ensuring informed decisions can be made from the assessment;
- Ensure major decisions are informed by extensive scenario planning and optioneering;
- Challenge and question financial information for the project(s) from all stakeholders;
- Create budgets with input from programme leads that are fully understood and owned by the leads;
- Complete regular forecasting with the project managers to understand all aspects of the programme is understood and challenged;
- Have an understanding of the potential complex funding routes of the programme and identify any gaps or risks;
- Ensure the funding of the capital projects are understood at the outset and any risk is clearly identified;
- Understand any risk and contingency allocations for the programme;
- To contribute to the development of financial systems and procedures as appropriate ;
- Provide input to any grant funding applications and the monitoring of any spend and claims adhering to all guidelines;
- Monitor expenditure claims for all aspects of the programme ensuring they are correct and true;
- Produce monthly management accounts and detailed commentary focusing on any risk, challenges and progress to budget;
- Provide cash flow information to ensure cash requirements are in place;
- To act as a key finance contact and representative on internal working groups;

### **3. General Corporate Responsibilities**

- Support the implementation of the City Region's Devolution agreement and wider strategic priorities



- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- Promote and encourage continued improvement in service quality and efficiency.
- Participate in all aspects of training and development as directed to improve personal skills to improve effectiveness and efficiency of service delivery
- 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. Recruitment Plan**

Presentation

Competency Based Interview

## PERSON SPECIFICATION

**Job Title:**

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Relevant Degree or equivalent	D	A
CCAB (or CIMA) Qualified	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 project accounting or delivering a professional, proactive Business Partnering Service	E	A/I
Significant experience of technical aspects of capital accounting	E	A/I
Significant experience of budget monitoring and provision of robust financial advice and guidance	E	A/I
A proven track record of working with and influencing senior members of multi-disciplinary teams	E	A/I
Experience of working within complex activities and understanding their financial impacts	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	D	A/I
An understanding of local authority finances	D	A/I
Strong technical accounting acumen with a detailed understanding of the applicability of relevant accounting standards and conventions	E	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
Knowledge of capital and revenue accounting	E	A/I

Knowledge of accounting for different funding routes	<b>D</b>	<b>A/I</b>
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<b>Skills and abilities</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Excellent written and verbal communication skills	<b>E</b>	<b>A/I/P</b>
Ability to work constructively with and challenge internal and external stakeholders	<b>E</b>	<b>A/I</b>
Ability to work through problems, evaluate options and risks and offer practical solutions	<b>E</b>	<b>A/I</b>
Ability to engage and work with a range of professionals	<b>E</b>	<b>A/I</b>
Ability to plan, prioritise and organise own workload and to work to tight deadlines	<b>E</b>	<b>A/I</b>
Ability to work accurately and demonstrate attention to detail	<b>E</b>	<b>A/I</b>
An ability to challenge processes, procedures and reports and to continually improve standards	<b>E</b>	<b>A/I</b>
Experience of use and interrogation of financial ledgers	<b>E</b>	<b>A/I</b>
Able to produce and analyse detailed and informative management information	<b>E</b>	<b>A/I</b>
Ability to work to strict deadlines with limited direction and calm under pressure	<b>E</b>	<b>A/I</b>

<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Knowledge of the key issues facing the City Region	<b>D</b>	<b>A/I</b>
Evidence of quality, time management and organisational skills	<b>E</b>	<b>A/I</b>

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Flexible approach to working hours and willingness to work flexibly as and when required	<b>E</b>	<b>A/I</b>
A commitment to, and understanding of equal opportunities	<b>E</b>	<b>A/I</b>

### Key to Assessment Methods:

I – Interview	A - Application	P – Presentation
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**LIVERPOOL  
CITY REGION**  
COMBINED AUTHORITY

**METROMAYOR**  
LIVERPOOL CITY REGION