

# Job Description



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

<b>Directorate</b>	Resources
<b>Service area</b>	Financial Services

<b>Post details</b>	
<b>Job title</b>	LGR Programme – Finance Lead
<b>Post Number</b>	TBC
<b>Vacancy Reference</b>	RES275
<b>Scale</b>	PO6-PO9
<b>Contract</b>	2-Year fixed term contract
<b>Location of work</b>	Council offices
<b>Directly responsible to</b>	Head of Financial Services
<b>Directly responsible for</b>	None
<b>Hours</b>	37 hours per week
<b>JE Reference</b>	GLPC/ML
<b>Primary purpose and scope of the job</b>	
<p>To support the delivery of all finance-related workstreams associated with Local Government reorganisation and assist other workstreams where a finance or financial governance input is required. The role will also support the preparatory work needed to ready the council's financial systems for vesting day.</p> <p>The postholder will coordinate financial planning, financial governance, analysis and assurance activity required to support the council's transition to a new unitary authority by April 2028. The postholder will help support decision-making, ensure compliance with statutory financial requirements, manage financial risks, and provide clear financial baselines and modelling to support the new authority.</p> <p>The role will work closely with the Director of Resources (s151 Officer), Head of Financial Services, the council's Programme Manager, and finance leads across partner councils to ensure alignment of financial information, data and system harmonisation planning, and robust preparation for vesting day.</p>	
<b>Working Relationships</b>	
Ribble Valley Programme Manager (LGR) Chief Executive / Directors / s151 Officer / Head of Financial Services Key Finance contacts across all affected councils	

## Other LGR Workstream Leads

Lancashire LGR Programme Board members  
Ribble Valley LGR Programme Board members  
External auditors and internal audit  
Government departments (e.g., MHCLG)  
Professional Bodies (e.g., CIPFA)  
Partner councils

## Key Tasks and Responsibilities

### 1 Financial Planning & Statutory Requirements

- Lead development of the council's financial inputs into LGR, including baseline revenue and capital positions for vesting day.
- Ensure compliance with Section 24 requirements, supporting lawful and transparent financial decision-making.
- Coordinate financial due diligence and ensure the accuracy, completeness and audit-readiness of all financial records required for transition.

### 2 Budgeting, Modelling & Harmonisation

- Develop financial models to support council tax harmonisation, funding changes, and medium-term financial planning for the new authority.
- Support alignment of financial policies, processes and financial controls across partner councils.

### 3 Contracts, Assets & Liabilities

- Oversee financial review of contracts, grants, debts, assets, reserves and liabilities, ensuring they are accurately recorded and assigned for transfer.
- Support procurement and legal teams in assessing financial commitments, long-term contracts and capital programme impacts.
- Ensure asset valuations and related financial records are up-to-date, accurate and compliant with audit standards.

### 4 Audit, Assurance & Risk

- Work with internal and external audit to ensure all accounts, statements and financial evidence required for LGR are complete and verified.
- Maintain a financial risk register for the LGR programme and develop mitigation plans.
- Ensure robust financial monitoring and reporting arrangements are in place during transition.

### 5 Workforce Finance

- Work with HR on workforce costs, equal pay liabilities, and financial implications of workforce transfers.

### 6 Programme Support & Collaboration

- Provide financial reports, briefings, dashboards and presentations to Members, senior leaders and LGR governance boards.
- Collaborate with finance leads from other councils to ensure a consistent, accurate and shared financial evidence base.

- Contribute to programme-wide planning, risk management and cross-workstream alignment.

## **7 Financial Systems**

- Undertake a review and mapping of this council's financial systems, processes and controls
- Review and refine financial system data to ensure continued robustness, consistency and readiness for LGR transition.

### **Review Arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

<b>Prepared / Revised By</b>	Mark Leach
<b>Role</b>	Head of HR
<b>Date Revised</b>	1 <sup>st</sup> May 2026

# Person Specification



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## Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

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<b>Directorate</b>	Resources
<b>Service Area</b>	Financial Services

## Criteria

<b>Experience</b>		
Experience in a senior finance role within local government or a similar public sector environment.	A/I	E
Experience preparing and presenting financial information for senior officers, elected members or audit purposes.	A/I	E

<b>Skills and Abilities</b>		
Strong analytical skills with the ability to interpret complex financial data and present clear, evidence-based advice.	A/I	E
Ability to explain financial issues to non financial colleagues clearly and confidently.	A/I	E
Strong organisational skills with the ability to manage competing priorities in a fast paced environment.	A/I	E
Ability to work collaboratively with others.	A/I	E

<b>Education, Qualifications and Knowledge</b>		
CCAB-qualified accountant or CIMA Qualified.  Applications will also be considered from those in the final year of their CCAB or CIMA studies, as well as from those who are fully qualified AAT with extensive on the job experience and therefore qualified through experience.	C	E
Good working knowledge of local government finance, including revenue/capital accounting and statutory financial requirements.	C	E
Awareness of financial implications of LGR, Section 24 requirements and transition related financial controls.	A/I	D
Understanding of procurement, contracts, and financial assurance processes.	A/I	D

<b>Other requirements</b>		
Commitment to equality, diversity and inclusion.	A/I	E
Ability to work flexibly and adapt to evolving needs.	A/I	E

<b>Methods of Assessment Key</b>		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

<b>Review Arrangements</b>
The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

<b>Prepared / Revised By</b>	Mark Leach
<b>Role</b>	Head of HR
<b>Date Revised</b>	1 <sup>st</sup> May 2026