

LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION

POST TITLE: Business Financial Systems Liaison Manager
Grade: MGC
Department: Corporate Services
Location: Various offices according to the needs of the service
Responsible to: Financial Strategy Manager

Responsible for: Managing the Business Relationship of Financial Systems between Resources and Business Improvement and Infrastructure and Transactions
 Trainees as allocated

Post number: **Date:** April 2012

MAIN PURPOSE

1. To be responsible for interfacing between users of key financial systems, changing/new legislation/regulation etc. and the Business Improvement Division and Information and Transactions Division to maintain and develop systems whilst ensuring the integrity of information stored on them, accuracy and compliance by the use of controls.
2. To advise senior management on the utilisation of information technology to improve value for money and correctly specify the work to be undertaken to implement these changes.
3. To determine the training needs of users, including the provision of a clear and concise Guidance Manual(s).
4. To undertake post implementation reviews to monitor delivery of required developments
5. To maintain and develop the presentation of financial information on the intranet, including the development and maintenance of guidance

MAIN DUTIES AND RESPONSIBILITIES

Professional

- To provide advice to the Head of Service and managers across the authority on IT systems maintenance and development.
- To keep abreast of developments in local government funding, financial strategy and capital accounting, and ensure that the council's arrangements operate in compliance with legislative and regulatory requirements and good practice.
- To produce and maintain the Resources Financial Systems Maintenance and Development Strategy, liaising as required with officers, central government departments, external agencies and other local authorities.

Appendix B

- In conjunction with the Resources Senior Leadership Team and other officers to identify and prioritise the maintenance and development work that needs to be undertaken, together with the risks associated with each item.
- To identify and advise on ways in which the council can maximise the effectiveness of its financial systems within the resources available to it.
- To be responsible for the maintenance and specification of the developments required to deliver a channel shift by users.
- To determine the training needs of users and develop training materials and guidance to users to deliver self service.
- To monitor the delivery of agreed maintenance and development work by other divisions and undertake post implementation reviews to determine and report on the outcomes achieved.
- To manage the budgets directly allocated to you, reviewing and amending required activity to ensure that the required financial service outcomes are delivered.
- To influence and shape information technology transformation and development programmes to deliver the required financial service outcomes.

Managerial

- To manage staff and trainees as allocated, in accordance with council policies and procedures, legislative and regulatory requirements.
- To participate in intra- and inter-departmental working parties and to ensure that such groups receive appropriate contributions from the Division.
- To represent the Head of Service, Assistant Director or Director as relevant at external meetings.
- To undertake such other duties of a comparable nature elsewhere in the organisation as may be required to facilitate management development and service flexibility.
- Any other duties as requested by the Head of Service or Director.



Appendix B

LONDON BOROUGH OF MERTON CORPORATE SERVICES DEPARTMENT PERSON SPECIFICATION

Post Title: Business Financial Systems Liaison Manager

Grade: MGC

Date: April 2012

Qualifications and Experience

Professional and post specific requirements

- Full professional membership of CIPFA or equivalent (ACA, ACCA, CIMA)
- Experience of maintaining and developing relational databases / web and / or intranet pages
- Experience of financial planning and strategy

Skills and Knowledge

Professional and post specific requirements

- Knowledge of local government finance, accounting practice and the regulatory framework
- Understanding of the management information requirements of a multi-functional business and how processes, systems and technology can be applied to drive efficiency and effectiveness
- Knowledge of current financial systems used by the Authority and how they could be developed
- Knowledge of techniques and strategies to engage and communicate with users

Managerial and personal requirements

- Good communication skills, both orally and in writing
- Excellent numeracy skills
- Understanding of the role of support services
- Understanding of the principles of value for money
- Clear understanding of ways in which the council's policy of equality in employment and service provision can be reflected in all aspects of work of the team
- Understanding of the council's vision and mission statement and how they relate to the work of the team

Personal Style and Behaviour

Please refer to LB Merton's Model of Leadership Behaviours (attached)