



Job Summary Overview

Job title	Financial and Commercial Systems and Data Manager
Career family	Operational Enablers
Professional pathway	Finance, Commercial and Pensions
Career family level	6A1 - Team Leader (Tier 6)
Grade	15
Reports to	Strategic Lead Finance Systems and Support
Financial responsibility	May manage budgets or costs related to specific projects as required, but no day to day responsibility.
Supervisory responsibility	6 direct reports. Service size 6.
Reference number	

Job Summary

In this role, you will manage the development, integration, and optimisation of financial and commercial systems, ensuring efficient processes and reliable data insights. You will champion the use of data analytics to drive decision-making and performance improvement across finance and commercial functions and the wider organisation. Additionally, you will proactively support the organisation's reporting requirements, ensuring the integrity, accuracy, and reliability of financial data. Implementing and enforcing data governance policies and controls, you will support data-driven decision-making through comprehensive reporting and analytics. You will identify opportunities for innovation and automation of financial and commercial processes and evaluate and refine machine learning or AI tools to enhance forecasting and insight generation.

- Responsible for overseeing the operational management of the technology, systems and data within Finance and Commercial services, including the production of related statutory reports, compliance with corporate information governance requirements and data regulations, and service and corporate related system risks.
- Oversee and manage the further development and maintenance of financial and commercial dashboards, data marts, data models and data catalogues and integrations to support effective delivery of financial management and commercial strategies. Ensuring reporting solutions are designed with end user usability and engagement and subject to robust certification.
- Implement processes and controls to validate the quality, accuracy and consistency of data, ensuring compliance with organisational finance, commercial and data security policies and procedures.
- Partner with corporate functional leads, service leads and analysts to support corporate programmes to deliver changes and improvements to ensure systems and data solutions support end-to-end service delivery and delivery of wider organisational strategies (e.g. Digital,



Data and Technology), alongside addressing business as usual issues, to improve efficiency and value for money through system changes, automation and enhancements.

- Support the ongoing work to continuously improve integration and operability of finance and commercial technology with wider corporate data assets and systems, collaborating with enabling and data services across the organisations. Including ensuring the secure and ethical use of information in alignment with data regulations.
- Manage the data and system team, including overseeing delivery of their work and team practices related to data and systems management and stakeholder engagement. Lead on the team's personal professional development and career pathways, including continued professional development (e.g. professional accountancy, procurement, data management and analysis qualifications), as well as ongoing management of service and corporately identified related skills and capabilities.
- Actively lead and promote the development and delivery of enhancing digital and data management, skills and competencies across Financial and Commercial services. Ensuring service alignment with relevant corporate capabilities and digital and data standards.
- Act as a subject matter expert, supporting Finance and Commercial leaders to understand future system and data opportunities, proactively tracking emerging data and system technologies, and collaborating with key internal partners to propose and deliver innovative solutions to support council and service objectives.
- Act as a subject matter expert, contributing to the identification, assessment, sourcing and onboarding of relevant and viable technology solutions to support front line and corporate service delivery.
- Develop and monitor key performance indicators (KPIs) for related systems, data quality, and reporting effectiveness.

Specific requirements	Essential Mark with ✓	Desirable Mark with ✓
Comprehensive knowledge of financial and/or procurement principles and accounting and contract practices.	✓	
In-depth knowledge of financial and/or procurement systems and software (e.g., Atamis, SAP, Microsoft applications, line of business), with an understanding of user-centred design approaches and latest research related to its application.	✓	
Experience of developing and maintaining financial models and analysis to support a variety of stakeholder needs.	✓	
Significant experience overseeing and use of advanced data analysis tools (e.g., Excel, Power Query, DAX, SQL, Python) and data principles.	✓	
Experience of managing the development and delivery of financial reporting and data visualisations (e.g., Power BI, Tableau, SAP BW, SAP Analytics).	✓	
Experience of leading projects to onboard, integrate or migrate systems and data in support of service delivery or continuous improvement programmes.	✓	



Excellent problem-solving and communication skills, including proactively collaborating with internal and external partners to deliver service and council priorities.	✓	
Significant experience of team management and development, including support of continued professional and skills development of team and colleagues.	✓	
Experience providing subject matter expert advice to senior leaders and representing the service at cross functional and partner forums, influencing decision-making at all levels	✓	
Public sector data and systems management experience.		✓
Advanced Microsoft experience including power application development.		✓
Experience using and applying AI and machine learning to design and develop reporting and analysis.		✓
Experience of working with SAP S4HANA BW and SAP Analytics		✓

Working Arrangements

- The post is not politically restricted.
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy
- Able to travel across the county and work from various office locations within the county.

Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post are identified below (those ticked).

☐	Provision of personal care on a regular basis	☐	Driving HGV or LGV for work
☐	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
☐	Working at height/ using ladders on a regular/ repetitive basis	☒	Restricted postural change – prolonged sitting



☐	Lone working on a regular basis	☐	Restricted postural change – prolonged standing
☐	Night work	☐	Regular/repetitive bending/ squatting/ kneeling/crouching
☐	Rotating shift work	☐	Manual cleaning/ domestic duties
☐	Working on/ or near a road	☐	Regular work outdoors
☒	Significant use of computers (display screen equipment)	☐	Work with vulnerable children or vulnerable adults
☐	Undertaking repetitive tasks	☐	Working with challenging behaviours
☐	Continual telephone use (call centres)	☐	Regular work with skin irritants/ allergens
☐	Work requiring hearing protection (exposure to noise above action levels)	☐	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐	Work requiring respirators or masks	☐	Work with vibrating tools/ machinery
☐	Work involving food handling	☐	Work with waste, refuse
☐	Potential exposure to blood or bodily fluids	☐	Face-to-face contact with members of the public
☐	Other (please specify):		