City of Edinburgh Council job description

Post title	Finance Transformation and IT Manager
Directorate	Customer and Corporate Services
Service	Finance and Procurement
Responsible To	Head of Business Intelligence and Operations
Number of post holders	TBC

Purpose of job
Focussing on leading the Council's finance IT systems and driving innovation in digital finance processes, you will provide strategic leadership to modernize the Council's financial operations through technology, bridging the gap between Finance and IT to enable efficient, data-driven decision making and service delivery. Reporting to the Head of Business Intelligence and Operations, you will identify new opportunities to increase finance's impact through digitalization, aligning Council strategic goals with finance technology initiatives. This role involves close collaboration with the Section 95 Officer, finance managers, corporate IT and other stakeholders to shape and deliver a finance transformation roadmap that improves processes, integrates systems, and upholds robust financial controls.

The post has responsibility in supporting the Section 95 Officer to discharge their S95 duties.

The what - major tasks and job activities

1. Develop and deliver a forward-looking finance technology strategy and multiyear roadmap aligned with the Council's overall business strategy and finance service requirements. Continuously explore and evaluate emerging finance technologies and industry best practices to drive innovation and enhance finance operations.
2. Lead the transformation and continuous improvement of finance processes through technology. Re-envision and streamline key financial operations (e.g. procure-to-pay, order-to-cash, record-to-report) by implementing process automation, digitization and data integration solutions that improve efficiency and control. Introduce and promote agile methodologies in finance projects where appropriate to accelerate delivery of improvements.
3. Oversee the management, maintenance and optimization of the Council's finance systems, including the core Oracle ERP platform, ensuring they are robust, secure and meet business needs. Ensure seamless integration of Finance and Corporate systems to enhance data flow and operational efficiency.
4. In partnership with the Council's IT function, align on systems architecture, cybersecurity and data governance standards. Define clear roles and

interaction points with IT for finance technology initiatives, and collaborate on master data management, data warehousing and integration efforts to ensure finance data is accurate, consistent and secure. Ensure systems comply with internal policies and all relevant legislation.

5. Monitor the performance and value of finance technology investments, establishing key metrics and KPIs/OKRs to track system usage, solution adoption, service quality and transformation outcomes, updating stakeholders and reviewing projects regularly. Identify opportunities to optimize costs and rationalise technologies to ensure maximum return on investment.
6. Act as a trusted advisor and change agent for finance technology across the Council. Drive buy-in for transformation initiatives, ensuring alignment with business needs, conveying technical concepts and progress in accessible terms to inform decision-making.
7. Lead and manage the finance systems and transformation team, encouraging innovation, collaboration and continuous learning. Align team capacity and skills with project delivery needs and promote agile ways of working.
8. Champion the adoption of new digital finance tools and practices among staff. Build digital capability and confidence of service teams and proactively address user concerns or resistance to change by demonstrating the benefits of new technologies.
9. Ensure that all finance technology solutions and process changes maintain robust financial controls and data integrity. Implement appropriate governance, audit trails and segregation of duties in systems and workflows, safeguarding public funds and complying with Council policies and relevant financial regulations.

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making

- Must be professionally qualified with advanced finance and IT expertise. A full CCAB accounting qualification (or equivalent) is required, though comparable relevant experience and demonstrated competence may be. The post holder is expected to be qualified to degree level (preferably with postgraduate or continued professional education in a related field).
- Experience of dealing with complex tasks across finance and technology requiring a high degree of professional skill, innovation and judgment. Must have significant experience leading transformative financial projects or major system implementations and a proven track record of delivering organizational change, process improvements and new technologies in a finance environment. Experience of successfully managing cross-functional stakeholder relationships, balancing competing priorities, and translating complex technical information for diverse audiences is desirable.
- Deep knowledge of enterprise financial systems and digital solutions is essential including expertise in ERP systems (particularly Oracle), as well as exposure to related tools such as enterprise performance management, business intelligence and reporting platforms. A strong awareness of emerging technologies and trends in finance (e.g. robotic process automation, artificial intelligence, data analytics) is highly advantageous. The ideal candidate will be familiar with project management methodologies (Agile, Lean, etc.) and their application to finance transformation projects and will combine strategic thinking with hands-on problem-solving skills.

- Excellent leadership and communication skills are critical in order to inspire and develop a multidisciplinary team, work collaboratively across departments and effectively influence senior stakeholders. Evidence of designing innovative solutions while ensuring robust governance and compliance is desirable. The ability to deliver high-quality results under pressure, managing multiple projects in a complex public sector environment, is key to success in this role.

Environment - work demands, physical demands, working conditions, work context

The post holder will have responsibility for a major system and product ownership across the Council and will manage a major service with high levels responsibility.

Supervision and management of people

The post holder will manage a specialist team of up to 15 professional staff, covering a range of finance technology, systems administration and process improvement remits. This includes direct line management and supporting continuous professional development of the team members.

Resources the job holder will be responsible for

The post has shared responsibility for the security, integrity and maintenance of the Council's financial systems and information assets. While the role does not hold a dedicated departmental budget, it oversees the management and control of project budgets associated with finance digital transformation initiatives, ensuring these projects are delivered within their budgetary allocations and provide value for money. The post also plays a key role in ensuring effective use of technology resources and achieving savings or efficiencies through optimization of finance IT assets.

Additional information - health and safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.
All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the Council Health and Safety Policy.