

**WHERE  
CAREERS  
THRIVE**

**When potential  
is unlocked,  
talent *thrives***



**West  
Northamptonshire  
Council**

Job description and person specification

## **Functional Compliance Lead**

Digital, Technology & Innovation, Corporate Services

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Northamptonshire  
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## Purpose and impact:

The Functional Compliance Lead operates within the ERP Team (also known as the Business Systems Team), which delivers shared services across four partner councils in a complex, multi-stakeholder environment. The team ensures the seamless operation of critical business systems while maintaining strict adherence to legislative, regulatory, and organisational compliance standards.

As the organisation's compliance and financial specialist, this role ensures business systems operate in full alignment with statutory, regulatory, and audit requirements. The postholder provides expert guidance on complex audits, system integrity assessments, and high-level process development, while supporting the Compliance & Improvement Manager.

Working closely with the Financial Systems Operational Lead, the Functional Compliance Lead offers technical support to the team and collaborates with Financial Systems Analysts, Officers, and stakeholders in Finance and Audit. Together, they foster a culture of assurance, transparency, and continuous improvement, ensuring regulatory compliance and audit readiness across multi-client ERP environments.

## Accountable to:

This role reports to the Compliance & Improvement Manager

## Responsibilities:

### 1. Functional Compliance Assurance

- Own the identification and resolution of complex compliance and financial control issues across ERP modules.
- Act as a subject matter expert for statutory, financial, and audit compliance within the Business Systems team.
- Interpret and apply financial regulations, audit standards, and accounting frameworks to system configurations and processes.
- Monitor and analyse legislative and regulatory changes, ensuring system compliance remains up-to-date and forward-looking.

### 2. System Integrity & Risk Management

- Assess system-level compliance and financial control risks and lead the development of risk mitigation strategies.
- Design, test, and implement controls for user access, financial data integrity, audit trails, and process segregation.
- Ensure audit-readiness through proactive oversight of system configurations and evidence-based assurance practices.

### 3. Audit Leadership

- Own the team response to complex internal and external audit queries.
- Work closely with auditors, Finance, and the Compliance & Improvement Manager to provide detailed, accurate, and timely evidence.
- Champion audit quality by driving improvements in documentation, traceability, and system transparency.

#### **4. Compliance-Focused Process Improvement**

- Drive continuous improvement in compliance and financial control workflows.
- Identify systemic financial risks and propose functional enhancements to mitigate them.
- Collaborate with Finance, IT, and internal audit stakeholders to implement high-assurance process improvements.

#### **5. Compliance Testing & Deployment**

- Support compliance testing during ERP changes, upgrades, and patch cycles.
- Ensure all system changes maintain alignment with financial controls, statutory obligations, and audit expectations.

#### **6. Collaboration & Support**

- Provide guidance to Financial Systems Analysts and Officers on functional and financial compliance matters.
- Support the Financial Systems Lead in providing functional oversight of Financial Systems Officers and Financial Systems Analysts for task direction, technical escalation, and knowledge transfer.
- Step in to manage the Financial Systems Officer and Analyst team during any absence of the Financial Systems Operational Lead.
- Support onboarding of new entities/systems, ensuring financial controls, access governance, and compliance integration are in place.

#### **7. Compliance Governance**

- Contribute to policy development, assurance frameworks, and compliance reporting standards.
- Support the Compliance & Improvement Manager in embedding strategic compliance frameworks and aligning with ITIL principles.

#### **8. Equality & Ethical Governance**

- Ensure compliance activities align with ethical governance and organisational values.
- Promote inclusive practice and awareness of equality obligations across all compliance design and delivery.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

**(A)** Application Form, **(T)** Test, **(I)** Interview, **(P)** Presentation, **(D)** Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

| <b>Skills and abilities:</b>   | <b>Essential / Desirable</b> | <b>Measured by</b> |
|--|------------------------------|--------------------|
| Advanced analytical skills to evaluate control effectiveness and compliance risks.             | Essential                    | , I, T             |
| Ability to interpret and apply financial regulations and audit standards to ERP systems.       | Essential                    | A, I, T            |
| Expertise in designing and optimising financial controls in ERP                                | Essential                    | A, I               |
| skills with experience creating audit-ready process documentation and compliance reports       | Essential                    | A, I, T            |
| Ability to communicate complex compliance concepts to technical and non-technical stakeholders | Essential                    | A, I, T            |
| Proven track record of leading compliance improvements in complex ERP environments.            | Essential                    | A, I, T            |
| Stakeholder management (e.g., auditors, Finance, IT) and conflict resolution.                  | Essential                    | A, I               |
| Project management skills for compliance initiatives.  | Desirable                    | A, I               |
| Process automation skills (e.g., RPA)  | Desirable                    | A, I               |

| <b>Knowledge:</b>  | <b>Essential / Desirable</b> | <b>Measured by</b> |
|--|------------------------------|--------------------|
| In-depth understanding of ERP financial controls, accounting principles and audit standards. | Essential                    | A, I               |
| Understanding of statutory and internal control frameworks                                   | Essential                    | A, I               |
| Familiarity with ITIL-based service governance (e.g., change management, incident handling)  | Essential                    | A, I               |
| Risk-based compliance architecture (e.g., access controls, segregation of duties).           | Essential                    | A, I               |
| Process mapping methodologies for financial controls   | Essential                    | A, I               |
| Advanced proficiency in data tools (Excel, Power BI) for compliance monitoring.              | Essential                    | A, I               |
| Understanding of Process Automation & Digital Compliance Tools                               | Desirable                    | A, I               |

| <b>Relevant experience:</b>  | <b>Essential / Desirable</b> | <b>Measured by</b>     |
|--|------------------------------|------------------------|
| Experience managing compliance or audit workstreams within ERP or financial systems              | Essential                    | Application, Interview |
| Experience responding to complex audit queries and managing financial assurance reviews          | Essential                    | Application, Interview |
| Experience in financial control design, statutory compliance, and multi-agency system governance | Essential                    | Application, Interview |

|  |           |                        |
|--|-----------|------------------------|
| Experience in improving compliance processes through functional system development | Desirable | Application, Interview |
| Handling Data Privacy/Protection Compliance  | Desirable | Application, Interview |
| Project Management in Compliance Initiatives                                       | Desirable | Application, Interview |

| <b>Education, training and work qualifications:</b>   | <b>Essential / Desirable</b> | <b>Measured by</b>     |
|---|------------------------------|------------------------|
| Degree in Finance, Accounting, or related field <b>or</b> equivalent professional experience.                                 | Essential                    | A, D                   |
| Professional qualification or working towards (e.g., ACCA, AAT, CISA, CIPFA, ITIL)  | Essential                    | A, D                   |
| Continuous Professional Development (CPD) – Mentioning expectations for staying updated on compliance trends could be useful. | Desirable                    | Application, Interview |

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

|   |                                      |                               |                  |
|---|--------------------------------------|-------------------------------|------------------|
| <b>Hours:</b>                                 | 37                                   | <b>Primary work base:</b>     | One Angel Square |
| <b>Job family band:</b>                       | WLBAND08                             | <b>Worker type:</b>           | Flexible         |
| <b>Salary range:</b>                          | WLSCP24 £41,816 -<br>WLSCP27 £45,175 | <b>Budget responsibility:</b> | None             |
| <b>People management responsibility: None</b> |                                      |                               |                  |

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

|          |                 |  |
|----------|-----------------|--|
| <b>T</b> |                 | We are honest, fair, transparent and accountable. We can be trusted to do what Trust we say we will.   |
| <b>H</b> | High Performing | we get the basics right and what we do, we do well. We manage our business efficiently.  |
| <b>R</b> | Respect         | we respect each other and our customers in a diverse, professional and supportive environment.   |
| <b>I</b> | Innovate        | we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.  |
| <b>V</b> | Value           | We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness |
| <b>E</b> | Empower         | we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.  |

**"Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture"**

# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
  - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
  - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
  - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

