



## JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

### A. POST DETAILS:

Job Title:	Technology Finance Liaison	Current Grade:	B002
Department:	Technology	Area:	FHQ
Reports To:	Head of Portfolio Delivery	No of Posts:	2
Level of vetting:	MV	Post Number:	ATEB20003

### B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

To provide a professional and comprehensive financial and business planning support service to the Technology function.

The post-holder will be expected to identify key trends in activity, and prepare reports recommending actions to be taken.

To ensure that all Technology financial planning activity is consistent with key strategy documents and that progress is recorded and reported on both internally and to external stakeholders.

To oversee the Technology purchase ordering process, ensuring compliance and controls are adhered to.

### C. DIMENSIONS OF THE POST *The key statistics associated with the post*

#### Financial – Direct or Non-Direct

**Non-Direct** - Provide budget support across the corporate Technology function (circa £15m)

#### Staff Responsibilities – Direct or Non-Direct

None

#### Any Other Statistical Data

Provision of budget and monitoring reports on a four weekly basis and at other times as required.

**D. PRINCIPAL ACCOUNTABILITIES:** *What the job is accountable for and required to deliver*

1. Monitor the Technology budget and propose corrective action to address over/underspend and contribute to planning and budgeting for future expenditure.
  2. Prepare budgetary progress reports to the Technology Senior Management Team as required.
  3. Report on progress on the Annual Technology Business Plan to both internal and external stakeholders including auditors. Ensure corporate information is timely and accurate.
  4. Attend and report to the Deputy Chief Constables financial reviews.
  5. Provide assurance on the internal financial control and governance arrangements, with particular focus on areas of significant risk to the Technology Department.
  6. Provide a comprehensive Procurement service; Administer internal Technology Department procurement processes in accordance with BTP Standards of Practice.
  7. Undertake audit assignments (including Technology policy and procedure compliance) and report the results in a professional and timely manner.
  8. Carry out validation checks to ensure all internal control; invoice coding and statutory requirements are being met.
  9. Provide advice and assistance to technology staff on financial/procurement matters.
  10. Administer and attend monthly BTP Technology Capital Purchase meetings, ensuring all actions are completed in a timely and effective manner.
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**E. DECISION MAKING:**

**Make decisions**

Ensuring that requests for spend against the technology budget is assigned to the relevant cost centres. Making decisions around which cost centres are most appropriate in some cases and briefing senior managers around any such decisions.

**Significant say in decisions**

None – Is however responsible for provision of finance information to enable others to make significant decisions on budget spent and profiling.

**F. CONTACT WITH OTHERS:** *The frequent contacts the post holder has with others and for what purpose*

**Internal**

The post holder will work with police staff and officers at all levels in order to identify Technology business requirements. This includes Chief Officers, British Transport Police Authority, Support Groups and Staff Associations.

**External**

Other police forces  
Suppliers  
Contractors  
British Transport Police Authority  
Auditors  
Other Agencies

**G. REQUIREMENTS:** *The skills, knowledge, experience, qualifications and training required to perform the job.*

**Essential Criteria:**

**Qualifications and Training:**

An AAT or equivalent qualification

**Experience:**

Ideally, a minimum of two years experience working in an accounting role for a similar sized organisation.

**Skills:**

Excellent communication skills, oral and written are required for this position as is an ability to prepare and present complex data/information in a comprehensive manner

Familiarity with a variety of statistical tools is essential.

The ability to work in a varied environment to deadlines with minimum supervision. Be able to communicate with different individuals such as Police Authority Members, departmental heads, police officers and police staff.

**Knowledge:**

Knowledge of Microsoft packages.

**Desired Criteria:**

**Qualifications and Training:**

**Experience:**

**Skills:**

The post holder should be able to explain financial accounting concepts to non financial managers  
Good drafting skills, including editing, proof-reading and report writing.

**Knowledge:**

**H. ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

**I. AUTHORISATION DETAILS**

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Area Commander /FHQ HoD:	Sonja Browning-Page	Date:	29/09/20
Evaluation Panel:		Date:	