BRITISH TRANSPORT POLICE

HR8:1.3
Version 0.1

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:	Financial Modeller	Current Grade:	
Department:	Finance & Commercial	Area:	FHQ
Reports To:	Strategic Finance and Transformation Partner	No of Posts:	1
Level of vetting:	RV	Post Number:	

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

The Financial Modeller is a temporary role which will act as the sole expert in designing and delivering innovative complex Financial Models to drive significant automation and efficiency throughout professional services functions.

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This role is critical to modernising BTP's financial modelling and business planning approach for BTP's entire c£300m budget, and critical to the delivery of process improvements which underpin the Finance and Commercial Directorate transformation.

The postholder will work closely with 'cost out' programme SME's, identifying opportunities for innovative and more efficient ways of structuring, analysing, and reporting key data.

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

Financial – Direct or Non-Direct

Non Direct

High level of influence over the 'cost-out' improvements programme that will fundamentally change the way that Finance manages the c£300m annual BTP budget. Through these improvements they are also targeted to directly realise the 'Cost-out' efficiency target.

Staff Responsibilities – Direct or Non-Direct

Matrix management of Senior Stakeholders, Finance Business Partners, PA consultancy in acting as our delivery partner, SME's and budget holders across the organisation, IT strategy and development teams, Internal programme resources including 1 project manager, and 2 business analysts

Any Other Statistical Data

All Finance and Commercial processes are in-scope as part of the cost out programme, and due to the out-of-date nature of many of them, at least some degree of automation and modelling could be applied. Ten have been identified as high priority processes, and the re-engineering of each of these will need the skillset described in this JD to deliver the efficiency. Beyond the high priority ten, they will be accountable for identifying further significant opportunities in the remaining Finance and Commercial Processes.

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

Financial Performance

- Lead the application of bespoke financial and business complex modelling techniques across the BTP 'cost-out' programme's improvement workstreams (e.g. cashflow forecasting for external stakeholders, strategic planning models, business planning tools, Reporting tools, project finance, valuation tools)
- Provide subject matter expertise on the application of advanced analytical and modelling techniques to streamline and automate processes e.g. Full automation of the Force Executive Board reporting process
- Application of advanced modelling techniques and expert judgement to complex problems, such as strategic workforce planning, and ensuring the intelligence extracted from these models is accurate and easily articulated.
- Articulate the impact of different financial scenarios, providing highly detailed assurance requirements
- Keep up to date on the latest technology, ensuring techniques and methods applied in work for 'cost-out' are industry leading
- Identify further opportunities and use cases for the application of modelling techniques to drive efficiency and drive innovation
- Lead on developing high quality technical solutions that automate finance and other operations where possible
- Deliver expertise and direction to wider Finance and PMO communities in project and efficiency reporting systems and process
- To drive 'Cost-out' business case development and to provide expertise in the area of financial modelling.

- **Relationship Management**
- Lead the interface with key stakeholders across different functions to identify underlying business drivers to devise compelling and well thought out solutions to complex high risk problems
- Effectively communicate with key stakeholders at senior levels on the subject of 'Cost-out' changes, breaking down barriers, and ensuring that stakeholders are energised and buy-in to decisions
  Direct PA, our delivery partner, holding them to account for on their process analysis support, which will contribute towards the redesign of critical processes.
- Lead engagement activity workshops to identify further opportunities to drive efficiency and innovation. Reporting costed recommendations with desired impact through to FEB
- Drive efficiency in Commercial services, reviewing their processes and modelling the outcomes of contract recommentations, for the realisation of significant contract savings across BTP
- Collaborate with key departments such as Technology, Information Management, Systems owners, to ensure alignment to future strategy.
- Ensure financial modelling considerations overlay operational strategy through timely stakeholder liaison.

Risk Mitigation

- Identify, predict and quantify risks for the Strategic Finance and Transformation Partner, identified through modelling, alongside mitigations and recommendations for finance planning and processes
- Manage risks associated with changes, ensuring effective mitigations are in place, are understood by affected stakeholders and reported to appropriate Boards

Continuously interrogate activity and finance working practices to identify areas of risk, efficiency improvements and short to long term efficiencies

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E. DECISION MAKING:

Make decisions

Determine and design the technical solution for the future Finance and Commercial process being reengineered across the force, including our approach to budgeting and planning against a force-wide budget of c£300m per annum

Significant say in decisions

Key influencer in what Finance and Commercial, and People and Culture processes should be supplemented or replaced by automation and modelling.

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

Internal

Extensive liaison with 'Cost-Out' Programme Board, wider Finance & Commercial team including Director of Finance and Procurement and Deputy Directors, heads of department, COG, PCIB Board

Represent 'Cost-Out' and/or the Finance & Commercial department at board meetings and internal and external meetings

External

British Transport Police Authority (BTPA)

Train Operating Companies, Network Rail, and rail industry staff

Department for Transport (DfT)

Transport for London (TfL)

Her Majesty's Inspectorate of Constabulary (HMIC)

Joint Delivery Partner – PA Consulting

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

Essential Criteria:

Qualifications and Training:

A level 7 recognised finance qualification, or qualified through extensive senior level experience

Experience:
- Post-qualification experience in a senior finance role – Expert level
- Proven experience in the delivery of business critical projects and programmes in a Finance and Commercial function
- Extensive senior data modelling experience in complex organsations with total operating budgets in excess of £300m per annum
- Senior Finance Business Partnering experience with central and corporate finance functions
- Proven senior level experience of using Financial Modelling solutions to solve complex problems using database programming and data analytics.
- Experience of designing an organisation's Long term Financial Model
- Leading the production and maintenance of finance databases and spreadheets, the production of detailed financial analytics and external returns
- Experience of working on all stages of the project development lifecycle, with the ability to lead, create and oversee large complex plans.
- Significant experience in working with and influencing senior and board level stakeholders in a large complex organisation
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Skills:
- Expert in designing and building financial models to drive efficiencies
- Working with large volumes of data and, translating complex statistical findings or solutions
- Drive and the resilience to test new ideas and work with minimal supervision
- Extensive analytical and interpersonal skills
- Excellent written and verbal communication skills - effectively producing a range of reports to a varied audience.
- Ability to understand customer requirements/desired outputs, and develop technical solutions that achieve them
- Good influencing, networking and cross functional working skills
- Strong commercial awareness and an ability to identify the factors that drive financial performance
- Able to quickly deliver decision-critical data modelling solutions which are paramount to success
- Ability to analyse and interpret large complex mathematical concepts, abstracting solutions to solve problems
- Highly developed Excel and VBA programming skills
- Ability to express clearly to, and concisely into, simple terms for key stakeholders complex financial matters with no room for ambiguity

Knowledge:
- A thorough understanding of financial accounting as applied to the public sector
- A thorough understanding of finance systems, data structures, and reporting frameworks
- A good understanding of commercial and financial processes within a large organization
- An understanding of the issues facing the sector

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Desired Criteria:

Qualifications and Training:

Experience:

- Experience working in Finance in a large organisation
- Experience working as a Financial modeler in a large organisation

Skills:

- Ability to use Power BI, understanding clearly how to automate reporting through it's use

Knowledge:

- Good knowledge of the wider technology and data developments, in particular around finance and analytics

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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.*

- This role will be in significant demand, as it will support a large number of improvement initiatives across multiple stakeholder groups – including COG members
- Managing these stakeholders will be very challenging, including effectively communicating reasons for (de)prioritisation, and managing expectations

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I. **AUTHORISATION DETAILS**

Prepared By:	Simon Jeffery	Date:	19/07/2019
Area Commander /FHQ HoD:		Date:	
Evaluation Panel:		Date:	

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