

## 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:	Senior Management Accountant	Current Grade:	B004
Department:	Finance and Procurement	Area:	FHQ
Reports To:	Finance Strategy and Analysis Manager	No of Posts:	1
Level of vetting:	MV	Post Number:	XXXX

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

The post holder reporting to the Finance Strategy and Analysis Manager will provide central management accounting financial support and critical analytical challenge to ensure the force and authority achieves its financial targets and delivers value for money within the budgets set by the Authority and Department for Transport.

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

**Financial – Direct or Non-Direct**

- Responsible for the consolidate preparation and reporting of the management accounts of up to £300 million per annum.
- Responsible for managing the central management accounting team in delivering periodic and annual management accounts (circa £300m).
- Ensuring force wide fit for purpose financial governance and control frameworks are in place over income and expenditure (BAU and projects – revenue and capital);
- Responsible for promoting financial governance and control over BTP assets with budget holders, staff and officers, identifying and mitigating against area of weakness;
- Responsible for maintaining the finance delegations letter, and in-year budget virement process.
- Responsible for development and delivery of monitoring reports, financial reporting and analysis for COG, BTPA, Finance Committee, BTPA and DfT to support financial decision making.
- Responsible with Finance Planning manager for developing a five-year financial strategy circa £1.5bn.
- Responsible for reporting and consolidated savings plans included in the medium term financial plan circa £10m;

**Staff Responsibilities – Direct or Non-Direct**

3 (Management Accountant, Junior Management Accountant)

**Any Other Statistical Data**

In year forecast of capital and revenue spend, achievement of savings targets, quantum of efficiency savings, financial KPIs

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

Key responsibilities include:

- Leading the management accounting team members in delivering the periodic and annual management accounts, reviewing transaction, and reconciling income, non-pay and payroll, – ensuring robust evidence is in place for payments, income receipts, accruals, provisions, and any other required financial adjustments;
- challenging budget holders on variances and forecasts, ensuring significant variances are reported with recommended action;
- assist and promote financial governance and control over BTP assets, identifying and mitigating against area of weakness; managing the in-year delegations and budget virement's process in line with the code of governance;
- oversee the periodic consolidation and reporting of the management accounts, and financial income and expenditure reconciliations
- support the Financial Strategy and Analysis Manager, and Finance Planning Manager develop and deliver a consolidated medium term financial plan and annual budgetary submission, challenging on expenditure and efficiencies, and working to mitigate and deliver risks and opportunities;
- develop, implement and ensure delivery of monitoring reports, financial reporting and analysis for Budget Holders, COG, BTPA, Finance Committee, BTPA and DfT to support financial decision making;
- lead on workforce planning, and linking with periodic payroll reconciliations and financial forecasting to ensure accurate reflection of the workforce is reported and financially planned.
- support the Financial Strategy and Analysis Manager on the development and reporting of force wide activity based costing
- contribute to the continuous improvement and transformation of the Finance and Procurement function identifying and delivering on area's of improvement;
- reporting on non-compliance with the Code of Governance, financial frameworks, Chief Constables Letter of Delegation, and the requirements of Managing Public Money.
- responding to audit queries and request for information from outside parties and implement audit recommendations arising from Internal and external Work.
- contribute to the wider finance and procurement team, supporting the finance business partner with the development of the management accounting team.
- responding to Freedom of Information requirements, and other external requests;

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### **Managing people**

- Lead, develop and appraise the management accounting team.
- Task managing other staff undertaking work for the post-holder, providing effective feedback their line managers
- Working in partnership with colleagues to manage and develop Finance and Procurement staff as a group.

### **Ways of working**

- Undertaking such other projects and 'business as usual' activities as assigned
- Planning their own work to respond to changing priorities
- Operate with an open, honest and transparent approach to people, resource and work activity.

### **Managing change**

- Engaging constructively through organisational and process-related change
- Contribute to the Finance and Procurement Transformation plan and on-going continuous improvement of the function.
- Contributing to the Force's Efficiency Plan, including implementation of relevant changes within the Department

### **Communicating effectively**

- Be an ambassador for the Department, representing the Finance Strategy and Analysis Manager as required;
- Communicating effectively orally and in writing, within the Department, elsewhere within the BTP and with other stakeholders;
- Adapting communication style to reflect the circumstances, including communicating technical information in an accessible way to non-accountants

### **Internal and External Audit Liaison**

- Responding to audit queries and request for information from outside parties.
- Preparing clear and concise reports for FEB, ARC, and the Finance Committee.
- Implementing audit recommendations arising from Internal and External Audit work

**E. DECISION MAKING:**

**Make decisions**

The post holder is required to:

- exercise financial judgments around accruals, prepayments, provisions and other required financial adjustments.
- estimate the financial consequences of growth and savings assumptions on the preparation of future years budget and medium term financial plan;
- deliver monitoring reports, financial reporting and analysis for Budget Holders, COG, BTPA, Finance Committee, BTPA and DfT to support financial decision making;
- maintain the finance delegations letter, and in-year budget virement process.
- responding to Freedom of Information requirements, and other external requests;
- Effective implementing agreed internal and external audit recommendations

**Significant say in decisions**

Advising the Financial Strategy and Analysis Manager on management actions to address any financial variances between actual and budgeted expenditure.

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

**Internal**

Budget Holders, Decision Support Team, Finance and Procurement Team, HR and Payroll.

**External**

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

**Essential Criteria:**

**Qualifications and Training:**

A fully qualified member of one of the five Consultative Committees of Accounting Bodies (CCAB), i.e.: ACCA, CIPFA, ICAEW, ICAI, or ICAS or a European or International equivalent qualification, including CIMA.

**Experience:**

- Extensive Experience in delivering finance results in a complex and/or geographically dispersed organization
- Sound understanding and proven experience of delivering value added financial reporting that supports decision making.
- Track record of building strong relationships with a wide range of individuals
- Experience of working with budget holders.
- Excel intermediate level.
- Experience with working with financial systems.

## Skills

- Collaborative and good at building relationships. Working with colleagues across all areas of the organisation and beyond to achieve one mission.
- An excellent communicator and presenter with good interpersonal skills, confident working with individuals at all levels.
- Analytical, creative and strategic; a strong problem solver and commercial thinker.
- Use of financial systems.
- Strong and successful track record of building effective working relationship across all levels of an organization
- Ability to work to tight deadlines, self-motivate and manage own workload.
- Reporting on complex financial matters to non-financial managers both in writing and orally.
- Identifying the main issues in complex problems, clarify understanding or stakeholder expectations, to seek best option.
- **Innovation:** Contributing to a culture of innovation focused on adding value.
- **Leadership:** Confidently engage with colleagues to generate commitment to goals and improvements.
- **Team working:** being a proactive member of the team to achieve progress on objectives and shared interests.
- **Value added:** Working collaboratively across boundaries to ensure that the organisation maximises its strategic outcomes within the resources available.
- **Active:** Contributing to opportunities leading on service improvements

## Knowledge

- Communicate clearly, concisely and confidently at senior management level.
- Promote teamwork and co-operation across teams to enhance performance.
- Take responsibility for implementing change successfully in the relevant functional area.

**Desired Criteria:**

**Qualifications and Training:**

**Experience:**

- Experience in central management accounting activity
- Management experience

Understanding of central government or public sector financial management and budgetary frameworks

**Skills:**

**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**

Prepared By:	Deputy Director Finance – Decision Support	Date:	21/11/2016
Area Commander /FHQ	Finance Director	Date:	21/11/2016
HoD:		Date:	
Evaluation Panel:		Date:	

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