

## 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:	Finance Business Partner	Current Grade:	C002
Department:	Finance and Procurement	Area:	FHQ
Reports To:	Deputy Director Finance, Decision Support	No of Posts:	3
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 Deputy Director Finance - Decision Support will provide a proactive financial management service to support their allocated Chief Operating Group Lead/s and associated budget holders.

Post holders will be assigned responsibilities aligned with the force and chief operating group structure.

**REWARD**

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

**Financial – Direct or Non-Direct**

- Accountable for the development of financial budgets of approx. £60m to £180m
- Developing a five-year financial strategy circa £0.5bn of spend;
- Accountable for the development of business cases which span and number of years and whole life costs between £1m to £20m;
- Accountable for complete, accurate, and timely management accounts reported to budget holders, COG members, Governance Boards, SIB, FEB, BTPA Finance Committee and BTPA;
- Developing savings plans included in the medium term financial plan;
- Responsible for assessing the affordability of significant investment decisions ( e.g. affordability of projects with financial consequence of up to £20 million)
- Leading on investment appraisal to support feeding into the medium term capital programme of approx. £75 million.

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

1/2 (Finance Manager and Project Accountant)

**Any Other Statistical Data**

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

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

Key responsibilities include:

- accountable for the completeness of periodic management accounts;
- accountable for ensuring fit for purpose financial governance and control frameworks are in place over income and expenditure (BAU and projects – revenue and capital);
- accountable for the production and contribution to periodic reporting and monitoring for Financial Reporting of results, Governance Boards, SIB, FEB, BTPA Finance Committee and BTPA;
- leading monthly and quarterly reviews, challenging budget holders and Chief Officers and Directors on workforce data, variances and forecasts, ensuring significant variances are reported with recommended action;
- ensuring appropriate financial assistance is provided to their allocated Chief Operating Group Lead/s and associated budget holders;
- responsible for the development and delivery of the medium term financial plan and annual budgetary provision alongside Chief Operating Group lead, challenging on expenditure and efficiencies, and working to mitigate and deliver risks and opportunities;
- ensuring appropriate financial assistance is provided to both the Project Management Office and Project Management team on periodic reporting, forecasting and budget setting for project expenditure;
- responsible for ensuring business cases are robust and fit for purpose, linked to business objectives, sound financial basis, and covering the whole life of the project.
- assisting the Project Management Office with the medium term financial planning of projects and assisting in prioritization and development of the portfolio;
- challenging the Project Management Office, Project Management organisation and wider force on delivery of project related benefits;
- developing tools for assessing the affordability and value for money in business cases;
- assist and support the Strategy Planning Manager with the development and implementation of force wide activity based costing
- determining and implementing value added analysis and recommendation to support force wide objectives;
- leading on management information and analytics in designing a comprehensive suite of reports, to meet the needs of the organization.

**Managing people**

- Line managing direct reports, including performance management and personal development in accordance with BTP policies and procedures
- Task managing other staff undertaking work for the post-holder, providing effective feedback to those managed and their line managers

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- Working in partnership with colleagues to manage and develop Finance and Procurement staff as a group.

**Working flexibly**

- Undertaking such other projects and 'business as usual' activities as assigned
- Planning their own work and of the team to respond to changing priorities

**Managing change**

- Leading the team through organisational and process-related change
- 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 Deputy Director Finance, Decision Support and Finance Director 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**

- Preparing clear and concise reports for COG, FEB, and the Finance Committee,
- Assessing the cost/ benefits from audit recommendations
- Implement 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 in-year forecast, future years budget and medium term financial plan;
- deciding the appropriate budgetary spend envelope to ensure a balanced budget is set and the longer term financial sustainability is maintained
- determining the mechanism for removing efficiencies and savings from the financial plans of the organisation
- effectively implementing agreed internal and external audit recommendations

**Significant say in decisions**

- Advising the Deputy Director Finance Decision Support on management actions to address any financial variances between actual and budgeted expenditure.
- Advising the Finance Director and the Finance Committee on the value for money and affordability implications of project and programme initiatives;

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

**Internal**

Chief Officers, Authority, Budget Holders, Decision Support Team, Finance and Procurement, and Divisional Business Support.

**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 post qualification experience.
- Experience in a senior responsible position within a finance function
- Experienced in business partnering at board level,
- 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 internal and external organisations, partners and stakeholders working together to deliver successful outcomes
- Extensive experience of staff management including performance management and personal development

## Skills

- Analytical, creative and strategic; a strong problem solver and commercial thinker.
- Collaborative and good at building relationships. Working with colleagues across all areas of the organisation and beyond to achieve one mission.
- An excellent communicator with good interpersonal skills, confident working with individuals at all levels.
- Management and supervision of staff.
- Strong and successful track record of building effective partnerships across organizational boundaries
- 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.
- Adopting clear processes and standards for managing performance at all levels, maintain effective performance in difficult and challenging circumstances and be a role model to support and energise teams to build confidence in their ability to deliver outcomes.
  
- **Innovation:** Encouraging a culture of innovation focused on adding value – give people space to think creatively.
- **Leadership:** Confidently engage with stakeholders and colleagues at all levels to generate commitment to goals and improvements.
- **Team working:** Actively build and maintain a network of colleagues and contacts to achieve progress on objectives and shared interests. Taking a strategic perspective to identifying the capability needs of the organisation and identifying and nurturing future leaders
- **Value added:** Embed a culture of value for money across the organisation and within the team. Working collaboratively across boundaries to ensure that the organisation maximises its strategic outcomes within the resources available.
- **Active:** Creating opportunities and leading on service improvements (including new technology) comparing the finance service against industry best practice and identify improvements, as well as ensuring our processes meet legal and regulatory requirements

## Knowledge

- Communicate clearly, concisely and confidently at board level.
- Promote teamwork and co-operation across teams to enhance performance.
- Take responsibility for implementing change successfully in the relevant functional area. Identify development opportunities for staff and encourage a learning environment.
- The ability to effectively manage and lead individuals and teams and to follow all relevant interpret and adhere to all BTP policies and procedures.

## REWARD

**Desired Criteria:**

**Qualifications and Training:**

**Experience:**

- Understanding of central government or public sector financial management and budgetary frameworks
- Financial management of projects.

**Skills:**

- Understanding the organisation's strategic and commercial aims and objectives, and communicate them to colleagues.

**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 HoD: Finance Director Date: 21/11/2016

Evaluation Panel: Date  
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