

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:	Transactions Process Improvement Manager	Current Grade:	
Department:	Finance	Area:	NA
Reports To:	Deputy Director, Financial Control	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 postholder is a member of the Financial Control team and will:

- Responsible for developing a proposal to reduce the number of non-purchase order (PO) invoices, to drive better control and compliance, and to create efficiency in purchase-to-pay.
- Lead this proposal to completion having significantly reduced the PO exceptions list.
- Responsible for the development of a process to enable monitoring and escalation of aged PO's and GRN's, to improve controls, and ensure financial data remains current
- Responsible for coding of non-PO invoices for the organisation to tight deadlines, in line with the new cost centre structure, and ensuring approvals from budget holders are in place.
- Support the Deputy Director, Financial Control in driving improvement on other transactions processes where required.
- Liaise with budget holders and other senior stakeholders to communicate changes being implemented in key processes.
- Liaise with internal and external audit to ensure appropriate sign off of any changes in financial controls.

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

Financial – Direct or Non-Direct

- Responsible for the application of the correct account number and cost centre for non-PO invoices and submitting to the appropriate budget holder in line with the Letter of Delegation. There are approximately 3,000 invoices coded from divisions every year with a value of over £15m.
- Responsible for review of other related transactional processes to embed improvements.
Annual number of purchase invoices- c 15,000 -value c £100million
Annual number of sales invoices c 2,000 -value c £300 million

Staff Responsibilities – Direct or Non-Direct

- No direct reports.

Any Other Statistical Data

- KPI performance will monitor PO vs. non PO approved invoices.

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

- Responsible for developing a proposal to reduce the number of non-purchase order (PO) invoices, to drive better control and compliance, and to create efficiency in purchase-to-pay
- Lead this proposal to completion having significantly reduced the PO exceptions list.
- Responsible for the development of a process to enable monitoring and escalation of aged PO's and GRN's, to improve controls, and ensure financial data remains current
- Responsible for coding of non-PO invoices for the organisation to tight deadlines, in line with the new cost centre structure, and ensuring approvals from budget holders are in place.
- Support the Deputy Director, Financial Control in driving improvement on other transactions processes where required.
- Liaise with budget holders and other senior stakeholders to communicate changes being implemented in key processes.
- Liaise with internal and external audit to ensure appropriate sign off of any changes in financial controls.

Leading on process improvement on other transaction areas

- Develop and embed a process to enable periodic monitoring and escalation of aged PO's and GRN's within the financial accounts team.
- Support the Deputy Director, Financial Control in driving improvement on other transactions processes where required.

Working flexibly

- Undertake such other projects and 'business as usual' activities as assigned.
- Plan their own work to respond to changing priorities.

Managing people

- Work in partnership with colleagues to manage and develop Finance and Commercial staff as a group.

Managing change

- Lead the financial control team through organisational and process-related change.
- Contribute 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 as required.
- Communicate effectively orally and in writing, within the Department, elsewhere within the BTP and with other stakeholders.
- Adapt communication style to reflect the circumstances, including communicating technical information in an accessible way to non-accountants.

E. DECISION MAKING:

Make decisions

The post holder is required to:

- Decide on the appropriate strategy for Force to reduce non-PO invoices.

Significant say in decisions

- Advising the Deputy Director and Director of Finance Commercial and Estates Services on opportunities for further improvements on the Force's transactional processes.

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

Internal

Deputy Director Financial Control, Heads of Service, Director Finance, Commercial and Estate Services, Chief Officers, Area Commanders, Service Managers, Budget holders, HR and Payroll Managers.

External

BTPA Treasurer, BTPA Chief Executive, BTPA Chair, BTPA Authority Members, Internal Auditors, External Auditors, Government Banking Service, HMRC, Pension Trustees, Actuaries, Department for Transport, DfT ALBs, Other Police forces, Suppliers.

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.

Complies with the CPD requirements of their professional accountancy body or (if no such requirements are set) with continuing professional development equivalent to that of the CIPFA CPD requirements.

Experience:

- Experience of working in a complex and/or geographically dispersed organisation
- Extensive experience of embedding process improvements in the financial departments of medium to large organisations achieving impressive measurable efficiency
- Significant experience of working, understanding and reviewing purchase to pay (P2P) processes in organisations.
- Track record of building strong relationships with a wide range of internal and external stakeholders at all levels of seniority.

Skills/Behaviors

- Identify the main issues in complex problems, clarify understanding and developing pragmatic solutions.
- Developing project plans and providing transparent and clear progress updates.
- Ability to communicate effectively and appropriately to stakeholders from all backgrounds at all levels.
- Understands the organisation's strategic and commercial aims and objectives and communicate them to colleagues.
- Be able to be responsible for implementing change successfully in the relevant functional area.
- Influence "old ways of working" and encourage change.
- Self-starter
- Promote teamwork and co-operation across teams to enhance performance.

Knowledge

- Excellent understanding of the P2P process and the control environment required.
- Strong understanding of the contents of a chart of accounts
- Awareness of the principles of Managing Public Money
- Good knowledge of accounting frameworks, including IFRS.

Desired Criteria:

Qualifications and Training:

- Project management qualifications

Experience:

n/a

Skills:

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

Knowledge:

- Understanding of central government or public sector financial reporting frameworks.

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 Financial Control	Date:	01/12/2019
Area Commander /FHQ	Director of Finance, Commercial and Estate	Date:	01/12/2019
HoD:	Services	Date:	
Evaluation Panel:		Date:	

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