

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:	Head of Financial Planning and Analysis	Current Grade:	C002
Department:	Finance	Area:	FHQ
Reports To:	Deputy Director, Decision Support	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 will lead the FP&A team, reporting to the Deputy Director, Decision support, and will be:

- Accountable for the development and maintenance of the annual Finance calendar, including timing of MTFP, Budget, quarterly forecasting, reporting.
- Accountable for developing guidelines and toolkits with respect to the development and delivery of the medium-term financial plan and annual budgetary provision.
- Accountable for developing options for medium and longer term financial planning for both revenue and capital and business planning cycles, including building in the impact of fiscal constraints, economic factors and the public sector fiscal outlook. Accountable for the undertaking detailed financial modeling of the potential impact of external factors and internal decisions on medium and longer term financial positions.
- Accountable for the process and production of standard Financial reporting, including the development of financial KPIs, to COG members, Governance Boards, SIB, FEB, BTPA Finance Committee, BTPA and DfT.
- Ensure the accuracy and completeness of the financial records in the Finance system.
- Accountable finance lead for centralised workforce planning process, holding other departments to account to ensure the workforce plan can be reliably costed, and remains affordable.
- Responsible for the development and maintenance of standard costing workbook, and it's implementation for use with business cases and EPSA costing.
- Accountable for provision of an analysis service to COG, ensuring that requests for information can be turned round quickly and accurately to assist with decision making.
- Lead finance contact with the BTPA, and lead on development of income analysis.
- Accountable for tracking banked efficiency savings and ensuring they are accurately reflected in the MTFP/Budget.
- Accountable for maintaining a consolidated risk and opportunities log.

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

Financial – Direct or Non-Direct

- Responsible for all elements of financial planning, monitoring and reporting for the BTP £300m annual revenue and £13m annual capital budgets.
- Lead the FP&A team which will centrally oversee the BTP performance against the c£300m BTP budget.
- Lead the development of a costed five-year financial strategy.
- Responsible for financial planning associated with a medium-term financial plan.
- Lead the process and production of Financial reporting to COG members, Governance Boards, SIB, FEB, BTPA Finance Committee, BTPA, Performance and Delivery Committee and Strategy and Planning Committee.
- Responsible for assessing the affordability of significant investment decisions.
- Driving the development of efficiency plans to be included in the medium-term financial plan.

Staff Responsibilities – Direct or Non-Direct

- Two direct reports of Financial Planning and Analysis Manager

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*

Finance Process

- Accountable for the development and maintenance of the annual Finance calendar, including timing of MTFP, Budget, quarterly forecasting, reporting.
- Accountable for the communication of the agreed Finance calendar to all affected stakeholders, ensuring its consideration in timing of governance and management meetings, timing of data usage, and any additional demands on the finance team.
- Accountable for the production of Financial reporting and monitoring for Governance Boards, SIB, FEB, BTPA Finance Committee, BTPA and DfT.
- Accountable for ensuring financial governance and control frameworks are adhered to and influencing them where opportunities are identified.
- Accountable for developing guidelines (including annual target) and toolkits with respect to the development and delivery of the medium-term financial plan and annual budgetary provision.
- Accountable for the setting of the budget, including letters of delegation, and the ongoing budgetary change control process, ensuring that the budget remains fit for purpose.
- Accountable for MTFP/Budget/Forecast governance and review structure, ensuring robust challenge to budget holders and, as a result, ensuring value for money.
- Accountable for the support with the Project Management Office with the medium-term financial plan project prioritisation process and the development of the portfolio, providing analysis support and linking money with programme and project KPIs and milestones with responsibility for coordinating the delivery of monitoring reports for COG, BTPA, Finance Committee, BTPA and DfT.
- Accountable for the force wide financial opportunities register.
- Accountable for ensuring that the standard Finance reporting meets the needs of FEB and the Finance Committee, and supports forcewide objectives.
- Accountable finance lead for centralised workforce planning process, holding other departments to account to ensure the workforce plan can be reliably costed, and remains affordable.
- Responsible for the development and maintenance of the standard costing workbook, and its implementation for use with business cases and EPSA costing.
- Lead finance contact with the BTPA, and lead on development of income analysis.
- Lead point of contact for Freedom of Information requests which require financial analysis.
- Accountable for provision of an analysis service to COG, ensuring that requests for information can be turned round quickly and accurately to assist with decision making.
- Accountable for tracking banked efficiency savings and ensuring they are accurately reflected in the MTFP/Budget.

Managing people

- Provide effective and supportive leadership for those staff reporting directly to the post-holder and manage and support the professional and technical development of other staff in the Team.
- Provide effective feedback, including implementation of BTP's policies and procedures for staff appraisal, competency assessment and career counselling to employees.
- Working in partnership with colleagues to manage and develop Finance and Procurement staff as a group.
- Task managing the Finance Business Partners and Finance Manager resource pool, providing effective feedback to those managed and their line managers.

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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 and challenging deadlines.
- Planning the work of the overall Finance team, smoothing periods of excessive activity where possible.

Managing change

- Leading the FP&A team through organisational and process-related change.
- Proactively contributing to the Force's Efficiency Plan through the identification of opportunities for process efficiency, and 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 very effectively orally, in writing, and through presentation material across BTP and up to Board level.
- Adapting communication style to reflect the circumstances, including communicating technical information in an accessible way to non-accountants.

Internal and External Audit Liaison

- Accountable for timely, accurate, and high-quality financial reporting, ensuring they are clear and concise reports for COG, FEB, and the Finance Committee.
- Supporting the Financial Control team, to assess the cost/benefits of 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 judgment around required financial adjustments.
- Estimate savings assumptions in the preparation of in-year forecast, future years budget and medium-term financial plan.
- Develop standard costing and influence EPSA 's and business case costing.
- FP&A will decide the appropriate budgetary spend envelope to ensure a balanced budget is set and the longer term financial sustainability is maintained.
- Deciding the mechanism for removing efficiencies and savings from the financial plans of the organization.
- Provides ad-hoc analysis to COG, delivered accurately and quickly, to inform decision making.
- Implementing agreed internal and external audit recommendations.

Significant say in decisions

- Production of Financial reporting and monitoring for Governance Boards which will have a significant influence on decision making.
- Working with the PMO to significantly influence the prioritisation process for the BTP investment programme.
- Advising the Finance Director and the Finance Committee on the value for money and affordability.

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, Commercial and Estates Services.

External

External Department for Transport, GIAA, Financial Auditors.

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.
- Experience in delivering highly complex messages, in a clear and understandable way, to board level stakeholders.
- Experienced in business partnering.
- Sound understanding and proven experience of delivering value added financial reporting that supports decision making.
- Understanding of central government or public sector financial management and budgetary frameworks.
- Track record of building strong relationships with a wide range of internal and external organisations, partners and stakeholders working together to deliver successful outcomes.
- Proven experience in influencing and driving performance in teams, through effective feedback and target setting.

Skills

- Analytical, creative and strategic; a strong problem solver and commercial thinker.
- An excellent communicator with good interpersonal skills, confident working with individuals at all levels.
- Strong and successful track record of building effective partnerships across organisational boundaries.
- Excellent organisation skills, with the ability to set effective timetables and programmes, and deliver to them.
- Reporting on highly complex financial matters to non-financial managers, including to board level stakeholders.
- Ability to quickly digest problems, and deliver on the most effective and simplest solution.
- Identify the main issues in complex problems, clarify understanding or stakeholder expectations, to seek best option.
- Implement change successfully in the relevant functional area.
- 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.
- Understanding the organisation's strategic and commercial aims and objectives and communicate them to colleagues.

Knowledge

- Communicate clearly, concisely and confidently at board level.
- Promote teamwork and co-operation across teams to enhance performance.
- Proactively 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.
- Strong knowledge of wider industry trends, and key drivers to change in finance functions
- Strong knowledge and understanding of the policing industry and the wider public sector, its challenges, and drivers for change

Desired Criteria:

Qualifications and Training:

Experience:

- Experience working within an FP&A function.
- Financial management of projects.
- Working for a Police force.

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:	Implementation Lead, Finance, Commercial and Estate Services	Date:	26/09/2019
Area Commander /FHQ	Deputy Director, Finance, Commercial and Estate Services	Date:	26/09/2019
HoD:		Date:	
Evaluation Panel:		Date:	

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