

Chief Financial Officer

Information about the appointment and candidate brief

October 2017

In this briefing pack

A letter from the Chief Executive	3
The role	4
Role Purpose	4
Accountabilities	4
Knowledge, Skills and Experience	5
Remuneration package	6
How to apply	6
Information for candidates	7
British Transport Police Authority	7
British Transport Police	7
Equal opportunities	8
Data protection	9
Pre-employment checks	9
Travel costs	9

British Transport Police Authority's current Policing Plan and the Strategic Plan 2013-19 are available on the website at: <http://btpa.police.uk/publications>

A letter from the Chief Executive

Dear Prospective Candidate,

Thank you for seeking information about this appointment. I hope you find the following will excite your interest.

We are currently recruiting for a Chief Financial Officer.

Now is a great time to work for the British Transport Police Authority (BTPA) Executive. Continued growth in passenger and freight figures, combined with challenging legislative, political and counter-terrorism pressures mean we are currently experiencing a significant period of change in railway policing and the BTPA, more so than ever, needs to be focused on assurance and delivery.

The primary collective purpose of the BTPA Executive is to support the Authority Members in their role to ensure the efficient and effective policing of the railways. This is delivered through the fulfilment of the Authority's statutory duties. These, however, form only a part of the work that is required to be completed by the Authority and Executive. The independence and calibre of this team in providing independent scrutiny, a second line of assurance, transparency and openness is critical to ensuring public confidence and accountability.

If you think you have suitable skills and experience, I would encourage you to apply for this role and wish you the best of luck.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Charlotte Vitty', with a stylized flourish at the end.

Charlotte Vitty,
Chief Executive, BTPA

The role

Role Purpose

The CFO is a key member of the Authority's leadership team, helping it to develop and implement strategy and to resource and deliver the organisation's strategic objectives sustainably. The CFO must be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered and aligned with the organisation's financial strategy. The CFO must lead the promotion and delivery by the whole organisation of good financial management so that money is safeguarded at all times and used appropriately, economically, efficiently and effectively. The CFO will deputise for the Chief Executive for areas within their remit.

Accountabilities

The CFO has a personal fiduciary duty by virtue of their appointment as the person with responsibility for ensuring the proper management of the Authority's finances¹, analysis, as well as supporting the CEO in stakeholder management.

Leadership and stakeholder relationships

- **Staff Leadership** – Upgrade and lead the finance organisation within the Authority through team building and leadership. Motivate and drive the finance team, instilling passion for the organisation's goals and values while adhering to a data-driven, goal-oriented culture.
- **Stakeholder Management** - building strong relationships with diverse senior stakeholders across multiple networks.
- **Committees** - Lead for the Audit and Risk Assurance Committee, Performance and Delivery Committee and Pensions Working Group.

Finance and reporting

- **Managerial Reporting and Analysis** - Provide analytical frameworks, financial metrics and benchmarks to enable informed decisions, identify trends early, plan and promote growth, capitalise on opportunities, and minimise risks.
- **Monthly Close** – Oversight of accounting cycle close processes including review of monthly account reconciliations, ensuring timely and accurate close of the Authority general ledger.
- **Budgeting, Forecasting and Investing** – Lead the Authority's annual budgeting, forecasting and investment cycles.
- **Annual Report and Audit** – leading the production of the Annual Report and Statements of Account for the British Transport Police Fund including the Authority's external audit process.

¹ The CFO fulfils the role of the Authority's statutory Treasurer in accordance with the Railway Safety and Transport Act 2003, Schedule 4, Part 2, paragraph 11a

Risk management and controls

- **Control** - Develop and institute best practices in the control environment, ethical tone at the top and financial reporting policies and procedures necessary to support these.
- **Contract/Agreement Review** - Reviewing relevant contracts and other agreements to ensure most favourable treatment and proper compliance.
- **Risk Management** – lead the Authority’s risk management framework (including risk register), to ensure clarity on key risks and the mitigation plans.

Knowledge, Skills and Experience

The ideal candidate will be a strategic, data-driven, operationally oriented, hands-on business and financial leader with a proven track record of success. This person will have the people skills to impact the business and unite the team. Other requirements include:

- Qualified accountant (ACA, ACCA, CIMA, CIPFA) with significant post qualification experience
- Evidence of having successfully operated at a senior management level in a fast-moving and complex multi-sector, multiple stakeholder environment.
- Strong track record of effective resource and staff management, with an appreciation of the constraints currently placed on resource allocation within the public sector.
- High intellectual capacity and strong problem-solving abilities.
- Commitment to excellence, with a passion for and personal commitment to the highest standards of service delivery.
- Committed to equality and diversity in employment and service delivery
- Patient, tolerant, capable and a completer/finisher.
- Outstanding communication skills and superior influencing abilities including stakeholder management.
- Evidence of successful development and implementation of policies delivering high quality, customer focused services while also translating organisational and service ambitions into real achievements.
- Understanding of, and sensitivity to, legislative processes and judgements that must be brought to bear when approaching the management of the PSAs.
- Experience of developing, implementing and evaluating effective internal and external communications and consultations.
- Analytical skills necessary to interpret and present complex information in an understandable form and change constructively traditional ways of undertaking tasks.
- Experience of carrying out research on legislative, policing and/or criminal justice issues.
- Flexible and innovative approach.
- High level Microsoft Office, especially Excel, and Access.
- Strong organisational and time-management skills, including the ability to prioritise work to meet deadlines.

Remuneration package

The salary for the post is £100,000 - £120,000 per annum dependent on experience. This is inclusive of London Allowance.

Other benefits include:

- 28 days leave per annum exclusive of bank holidays, rising to 30 days with 5 years' service
- Police Staff Pension scheme
- Family healthcare insurance

How to apply

You are asked to submit your application by way of a CV and supporting statement (maximum 2 pages) providing clear examples of similar work that you have done covering leadership and stakeholder engagement, finance and reporting and risk management and controls as outlined in the accountabilities section above. The evidence provided must be specific and focused on your personal involvement, experience and actions and demonstrate the key qualities and attributes outlined in the knowledge, skills and experience section outlined above.

For an informal discussion about the role, please contact [Charlotte Vitty](#), Chief Executive on 07771 830349 or at charlotte.vitty@btp.pnn.police.uk.

Applications should be sent as follows:

By email to: lucy.yasin@btp.pnn.police.uk
By post to: Lucy Yasin
British Transport Police Authority
Holmes House
Holmes Terrace
London
SE1 8BL

The closing date for applications is [Tuesday 31 October at 23:59](#).

Email applications are encouraged. If you have any questions in respect of the application process please contact Lucy Yasin on 020 7383 3844.

Telephone interviews will be held with long listed candidates and final assessment and interview with short-listed candidates will be held in November.

The post will be based at the Authority's offices in Camden.

Information for candidates

British Transport Police Authority

The Authority was established by the Railways and Transport Safety Act 2003 and became operational on 1 July 2004. The Authority's primary statutory purpose is to secure the maintenance of an efficient and effective police force for the railways in England, Scotland and Wales.

The Authority is comprised of 15 Members drawn from the key stakeholder groups, all appointed by the Secretary of State for Transport.

The 2003 Act sets out the statutory powers and responsibilities of the Authority, which are to:

- Secure the maintenance of an efficient and effective police force known as the British Transport Police
- Ensure the efficient and effective policing of the railways
- Appoint the Chief Constable, Deputy Chief Constable, Assistant Chief Constables and their staff equivalents
- Appoint the Chief Executive and Treasurer to the Authority
- Enter into Police Service Agreements with railway operators
- Employ police constables and civilian employees
- Regulate the government, administration and conditions of service of those employed by the Authority in the service of the police force
- Set a strategy for policing the railway
- Set objectives for the policing of the railway
- Issue an annual Railways Policing Plan
- Set the budget of expected income and expenditure for policing the railways each year, defray the expenses and recover the cost

The Authority is currently working with BTP to develop a refreshed Strategy for 2018-2021. The need for a major refresh reflects the significant changes in the external environment including but by no means limited to the changing face of the rail industry and stations in particular, devolution in both Scotland and nationally and counter terrorism.

British Transport Police

As the specialist police force for the railways, BTP faces all the accepted challenges of policing within a unique environment. The aim of the Authority and BTP is to provide a policing service which delivers a safe and secure railway which is free from disruption and fear of crime, and is one on which passengers can travel freely and freight is transported without interference. Ensuring the safety and security of the travelling public and rail staff and the rapid restoration of an operational transport network are at the heart of the BTP's business.

Key to understanding the management and direction of BTP, in contrast to Home Office forces and Police Scotland, is that BTP operates within a commercial environment. As such, understanding the needs and pressures facing the railway industry – including railway passengers, commercial railway operators and their employees – is crucial. Success requires effective partnership with the rail industry and other forces. Managing these partnerships is more than just explaining what the Authority and BTP will do. It is crucial that the views and expectations of the industry, passengers and other stakeholders are listened to, and accommodated wherever possible.

The rail industry is under significant funding pressures, and looks to the Authority and BTP to play their part in keeping costs down. Her Majesty's Government (HMG) has directed the rail industry to improve service reliability at the same time as catering for increasing levels of passenger and freight growth, delivering major infrastructure modernisation schemes, and making radical improvements in efficiency. As the dedicated and specialist railway police force, BTP has an important part to play in delivering this future vision for rail. BTP's activities in combating crime help reduce disruption to services and make the railway more attractive and safer for passengers and staff. As such, BTP can make a significant contribution to the industry's ambition for rail to become the transport mode of choice. However, the extent of the role depends on BTP continuing to demonstrate that it is the most effective and efficient body to exercise policing functions across the national network in both its statutory and non-statutory tasks.

The current Medium Term Financial Plan (MTFP) sets the direction to 2019 and commits to increases remaining within the Retail Price Index (RPI) envelope. BTP's 2017/18 annual gross revenue budget is £298.3 million. The BTP is funded by the freight and train operating companies, Network Rail, Transport for London and some smaller operators. The Executive Team is based at its headquarters in London but BTP itself covers the rail network throughout England, Wales and Scotland.

BTP currently has 3013 officers, 302 specials, 1596 civilian staff and 337 Police Community Support Officers (PCSOs).

Equal opportunities

BTPA is an equal opportunities employer and is determined to ensure that:

- The workforce reflects the diverse community which it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation;
- No job applicant or employee is treated more or less favourably on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, creed, religion or disability;
- No job applicant or employee is disadvantaged by conditions or requirements which cannot be justified by the requirements of the job.

Data protection

Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Data may be used for the purposes of monitoring the effectiveness of the recruitment process but in these circumstances all data will be kept anonymous. The equal opportunities monitoring form is used for monitoring the selection process only. If you do not wish to have these details recorded please return the form uncompleted. If you are unsuccessful, personal details relating to your application will be destroyed after 6 months.

Pre-employment checks

The successful candidate will be subject to the satisfactory completion of pre-appointment enquiries including vetting, medical and references, before an appointment can be offered formally. The successful candidate will be required to sign a contract with the Authority before taking up appointment.

It is a requirement of the pre-employment checks that you have been resident in the UK for the last five years.

Travel costs

There are no arrangements for the reimbursement of travel costs.