

## 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:	Deputy Director Finance, Decision Support	Current Grade:	C004
Department:	Finance and Procurement	Area:	FHQ
Reports To:	Finance Director	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 be responsible for the management of the Business Partner team, Management Information and Analytics team and the Financial Strategy team. The post holder will be:

- Leading and managing the finance business partner team in providing expert advice and insight to Chief Officers, Directors, Authority Members and budget holders on capital and revenue;
- Managing the Management Information and analytics function in producing financial reporting information to assist budget holders in managing their budgets and assisting senior decision makers in making informed decisions based on robust financial information;
- developing joined up budgeting and planning processes for the medium and long term business planning of the organisation,
- Leading on managing the budgetary delegation process, overseeing budget profiling, completion of period end activities, top down and bottom up processes, advise and facilitation on corrective action, reporting to Chief Officers and the Authority;
- Leading on and providing options for the medium and longer term financial planning both revenue and capital;
- Leading on the development of the efficiency strategy;
- Investment appraisal of business cases and assessing affordability and value for money in business cases
- Providing Financial leadership within the team; and
- Lead in identifying, analysing and resolving accounting officer issues.

**REWARD**

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

**Financial – Direct or Non-Direct**

- Accountable for the development of a revenue budget of approx. £300 million and a capital budget of approx. £15 million;
- Developing a five-year financial strategy circa £1.5bn of spend);
- Accountable for the development of business cases which span and number of years and whole life costs between £1m to £20m;
- Responsible for the preparation of complete, accurate, and timely management accounts reported to the Executive Board and the Authority Finance Committee;
- 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 £30 million)
- Leading on investment appraisal to support feeding into the medium term capital programme of approx. £75 million.

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

7 direct reports and 8 indirect reports

**Any Other Statistical Data**

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

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

**Strategic Finance**

- Developing and leading on the annual budget and business planning cycle, including building in the impact of fiscal constraints, economic factors and the public sector fiscal outlook;
- Leading on providing financial and commercial financial advice for service development and major projects
- Developing strong financial management arrangements underpinned by effective financial controls to support and enable the delivery of the organisation's objectives.
- Leading on the provision of analysis support and linking of money with programme/project KPIs and milestones
- Advising on the financial and commercial impacts of current and planned business initiatives and activities across both statutory and discretionary functions
- Undertaking in depth analysis of new initiatives to ensure return on investment is used to prioritise investment decisions;
- Leading on the assessment of financial benefits arising from business cases and ensuring that realistic timeframes are set to deliver financial benefits

**Business Partnering**

- Leading the business partners in providing value add decision support and insight to the organization;
- Leading the team to build strong relationships with department heads and becoming key to financial decision-making;
- Develop a Reporting Framework to support performance management in the business
- Managing and preparing monthly and quarterly reporting to the Executive Board and Authority Finance Committee
- Delivering ad hoc reporting on financial issues
- Analysing and resolving complex accounting problems thoroughly and making timely decisions

**Management Information and Analytics**

- Leading the MI and analytics team in designing a comprehensive suite of business MI, to meet the evolving needs of the organisation;
- Delivering and commissioning enhancements of existing data sets to improve quality information and to generate new insights in financial performance and position;
- Leading on defining, developing and delivering a suite of standard reports as well as the development and delivery of performance analytics for the finance function;

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- Developing and implementing effective systems for monthly and quarterly reporting and forecasting

### **Accounting Officer issues**

- Establishing arrangements for securing and evaluating regularity, propriety; value for money; and feasibility for undertaking Accounting Officer assessments or seeking a direction;
- Undertaking an accounting officer assessment to advise the Additional Accounting Officer whether to seek a ministerial direction; or
- Leading on dealing with challenges to decisions on behalf of the Additional Accounting Officer, for example, from the National Audit Office, DfT, Select Committees and Public Accounts Committee.

### **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
- Supporting direct reports in managing and developing those reporting to them
- 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 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**

- Supporting the Audit and Risk Committee (ARC) in decision making,
- Preparing clear and concise reports for FEB, ARC, and the Finance Committee,
- Assessing the cost/ benefits from audit recommendations
- Implementing audit recommendations arising from Internal and External Audit work

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**E. DECISION MAKING:**

**Make decisions**

The post holder is required to:

- Estimate the financial consequences of growth and savings assumptions on the preparation of future years budget and medium term financial plan;
- Assess and make a financial estimation of the capital and revenue budgets required for setting a balance budget in line with the requirements of the Railways and Transport Safety Act 2003;
- Assess the impact and advise on management actions required to address significant financial variance between budget and actual back into line

Assessing the costs and benefits of implementing internal and external audit recommendations and advising the Finance Director accordingly

Deciding the appropriate budgetary spend envelope to ensure a balanced budget is set and the longer term financial sustainability of the organisation is maintained

Effective implementing agreed internal and external audit recommendations

Determining the mechanism for removing efficiencies and savings from the financial plans of the organisation

**Significant say in decisions**

Advising the Finance Director and the Finance Committee 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;

Advising the Additional Accounting Officer and Finance Director on potential

Advising the

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

**Internal**

Finance Director, Heads of Service, Director of Capability and Resources, 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 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 in a senior responsible position within a finance function.
- Experience of Financial reporting 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 internal and external organisations, partners and stakeholders working together to deliver successful outcomes
- Experience of working as part of a senior management team.
- Experience of staff management.

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## 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 with good interpersonal skills, confident working with individuals at all levels.
- Analytical, creative and strategic; a strong problem solver and commercial thinker.
- Management and supervision of staff.
- Management and use of financial systems.
- 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

## REWARD

**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. 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 HR policies and procedures.

**Desired Criteria:**

**Qualifications and Training:**

**Experience:**

- Understanding of central government or public sector financial reporting frameworks
- Management of projects and capital accounting.

**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: Head of Finance and Procurement Date: 08/08/16

Area Commander /FHQ Finance Director Date: 09/08/16

Evaluation Panel: Date:

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