

## Job Description

<b>A Post Details</b>	
Job Title: <b>Strategic Finance &amp; Transformation Partner</b>	Grade: <b>C004</b>
Department: <b>Finance &amp; Commercial Services</b>	Division: <b>A</b>
Reports to: <b>Director of Finance &amp; Commercial Services</b>	Contract Type: <b>Permanent</b>
Level of Vetting: <b>Management Vetting</b>	Numbers in Post: <b>1</b>
<b>B Purpose of the Post</b>	
<p>Leading on strategic financial planning and analysis to facilitate long term decision making for the future of the Force. A close partner of the strategy team, the role holder will be highly influential, with high exposure to the Force Exec Board. Linked with strategy, managing and benchmarking performance of the Force across key VFM measures, identifying options for future efficiency and priority decisions around expenditure. The role holder will also be responsible for leading the modernisation of the Finance &amp; Commercial team, using key performance measures to monitor performance, and drive improvements to process, capability, and behaviours across the team. The post will act as the lead interface with outside parties, identifying trends, and improvements to systems &amp; processes for the department.</p>	
<b>C Dimensions of the Post</b>	
<p><b>Financial – Direct or Non-Direct</b></p> <ul style="list-style-type: none"> <li>Leading and developing the detail for a five-year financial strategy, including significant options for transformative change, covering circa £1.5bn of expenditure.</li> <li>Accountable for the development of the detail of business cases which span and number of years with whole life costs between £1m and £20m.</li> <li>Responsible for the preparation of detail for complete, accurate, and timely financial information reported to the Executive Board and the Authority.</li> <li>Responsible for assessing the affordability of significant investment decisions (e.g. affordability of projects with financial consequence of up to £30 million)</li> <li>Leading on investment appraisal to support feeding into the medium-term capital programme of approx. £75 million.</li> <li>Developing of the detail for savings plans included in the medium-term financial plan to the value of at least £20m</li> <li>Managing the in-year delegations and budget requirements process in line with the code of governance</li> <li>Responsible for ensuring force wide fit for purpose financial governance and control frameworks are in place over income and expenditure (BAU and projects – revenue and capital).</li> </ul> <p><b>Staff Responsibilities – Direct or Non-Direct</b></p> <ul style="list-style-type: none"> <li>2 FTE, initially, with potential for this to grow with the scope of the role/team.</li> </ul> <p><b>Any Other Statistical Data</b></p> <ul style="list-style-type: none"> <li>In year reporting and forecast of capital and revenue spend, financial modelling for capital and revenue achievement of savings targets, quantum of efficiency savings, financial KPIs.</li> <li>Monitoring of Finance &amp; Commercial Service performance, and scoping of interventions to improve process efficiency and enhance capability</li> </ul>	
<b>D Principal Accountabilities</b>	

### Strategic Finance

- Developing and leading on the strategic planning framework, 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.
- Leading on the enhancement of the Finance & Commercial Services capability

### 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

- Initially 2 FTE, but with potential for this to grow with the scope of the role

### 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
- Ability to work and influence in an agile environment

### Managing change

- Leading teams through organisational and process-related change
- Driving and influencing the Force's Efficiency Plan, including implementation of relevant changes within the Department.

### Communicating effectively

- Be an ambassador for the Department, representing the Director of Finance & Commercial Services 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

## E Decision Making

- Estimate the financial consequences of growth and savings assumptions on the preparation of future
- year's budget and medium-term financial plan.
- Assessing need and impact of innovations and changes to the services of the Finance & Commercial team, and making decisions around the best course of action
- Assess and make a financial estimation of the capital and revenue budgets required for setting a balanced budget in line with the requirements of the Railways and Transport Safety Act 2003.
- 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 organization
- Advising the Director of Finance & Commercial Services and the Finance Committee on management actions to address and financial variances between actual and budgeted expenditure, and on the value for money and affordability implications of project and programme initiatives.

## F Contact with Others

### Internal

Director of Finance & Commercial Services, Chief Officers, Authority, Budget Holders, Decision Support Team, Finance and Procurement and Divisional Business Support.

### External

BTPA Treasurer, BTPA Chief Executive, Internal Auditors, External Auditors, Department for Transport, and other police forces

## G 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:

- Experience in public sector budgeting and financial planning and analysis
- Extensive post qualification experience in a range of Finance and/or commercial roles
- Experience in influencing decision making around strategic issues through sound financial analysis and evidence
- Experienced in business partnering with a strategic bias 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
- Experience in leading teams, both direct reports, and cross functional
- Experience in finding innovative solutions to problems, and implementing them successfully
- Experience in leading change, and programmes of process improvement, focussing around a Finance and Commercial function

### Skills:

- Technical; financial planning, capital planning, financial modelling, system skills
- Stakeholders; able to build collegiate and collaborative relationships, balancing challenge and support
- Commercial; feasibility of business cases, VFM and drive sound commercial terms
- Resilience; able to stretch boundaries, drive and maintain momentum
- Personal effectiveness; good presentation skills, work on own initiative, problem solver / seeks solutions, goal focussed, able to cope with ambiguity and operate at pace
- Collaborative and good at building relationships. Working with colleagues across all areas of the organization and beyond to achieve one mission
- A strong communicator with good interpersonal skills, confident working with individuals at all levels
- Analytical, creative and strategic. a strong problem solver and commercial thinker
- Leadership of staff / teams
- Reporting on complex financial matters to non-financial managers both in writing and orally
- Identifying the main issues in complex problems, clarifying understanding or stakeholder expectations, to seek best option
- Adopting clear processes and standards for managing performance at all levels, maintaining effective performance in difficult and challenging circumstances and serving as a role model to support and energise staff to build confidence in their ability to deliver outcomes

Knowledge:

- Leadership best practice, including how to motivate teams towards goals
- Wider best practice in Finance and Commercial team operations
- Modern financial planning and budgeting techniques
- Change management techniques

Desirable criteria:

**H Additional Information**

**For Panel to complete only:**

**Line Manager Approval:** (this is only signed off when the line manager has approved the final version)

**Panel Approval:** (this will only be signed off once the job has gone through the Job Evaluation Panel)

**Date:**10/02/2021

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to [People & Culture Policy & Reward inbox](#)

You will be advised of a panel date following receipt of the submission