

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: | Finance Support Officer | Current Grade: | A004 |
| Department: | Division Business Support Team | Division: | B, C & D |
| Reports To: | Senior Business Support Officer | No of Posts: | 7 |
| Level of vetting: | BV | Post Number: | |

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

Support the Business Support Manager on financial matters as appropriate to ensure that data on financial systems are timely and accurately captured.

Assist in the production of bank and cash schedules to support interim and annual financial statements and audit packs.

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

Financial – Direct or Non-Direct

Processes the payment of creditors (£50m), the collections from debtors (£220m) and recording cash flow through the Transactions Centre.

Responsible for Petty Cash Float

Staff Responsibilities – Direct or Non-Direct

None

Any Other Statistical Data

Force & Divisional staff numbers

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

Business Support

Assist the Senior Business Support Officer and Business Support Manager with providing timely, accurate and effective financial advice to the Division and ensure full compliance with BTP's Business Rules.

Provide generic support on any operational duties or tasks required.

Financial Management

Responsible for the processing, interpretation and query management of financial information into force finance and payroll systems, ensuring all financial deadlines are met.

Responsible for maintenance of all records and internal registers related to the finance function within the Division.

Assist with the preparation of statistical data and financial reports required by Divisional Commands to support operational activity and drives effective business decisions.

Cash Management

Daily management of the administration and accurate maintenance of Banking records for Cash Seizure Account and Property Fund, including POCA and cheques ensuring full compliance with BTP's Business Rules.

Bank depositing ensuring compliance with Force policy and audit requirements.

Financial Governance

Support internal control and security of the finance systems and payroll systems.

Identify gaps in current processes and advice manager.

Relationship Management

Develop and maintain customer and colleagues relationship (internally and externally) to ensure maximum effectiveness of BTP and Business Service teams and ensure the good reputation of both.

Liaise with other Business Support Teams and Corporate departments, to ensure that the provision of business support is coordinated and consistent.

E. DECISION MAKING:

Make decisions

Significant say in decisions

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

Internal

Team leaders within Finance, Procurement HRBC, Budget Holders, A Division Departments, Divisional Commanders, Divisional Business Support Partners and Business Support Managers.

External

BTPA, Other external contractors and suppliers, providers of banking services

Transport for London and LU Limited, Department for Transport and other Government departments, Other Police Forces and Agencies.

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Numeracy qualification – i.e. GCSE Mathematics pass or equivalent.

Experience:

Suitable experience in accountancy.

Demonstrable payroll experience.

Skills:

Excellent customer service skills and ability to respond appropriately to contacts from internal and external customers.

Excellent communication skills with the ability to communicate confidently, both orally and in writing.

Time Management, with proven ability of ensuring work is completed in a timely and accurate manner in line with customer expectations.

Effective team worker with the ability to adopt a collaborative approach.

Proficient use of MS Office and computer based accounting and payroll package.

Knowledge:

Knowledge of accounting transactional processes.

Desired Criteria:

Qualifications and Training:

Studying towards a recognised payroll and or accounting qualification.

Experience:

Experience of Midland HR & Ceader Financial system.

Experience or knowledge of the policing service.

Skills:

Knowledge:

Payroll knowledge including knowledge of HMRC and statutory legislation.

Knowledge of relevant BTP process and procedures.

- 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.*

BTP has a complex payroll structure with varying pay and conditions (e.g shift structures and allowances).

I. AUTHORISATION DETAILS

Prepared By:

Date:

Area Commander /A

Division HoD:

Date:

Evaluation Panel:

Date:

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