

## 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 Manager	Current Grade:	B003
Department:	Finance and Procurement	Area:	FHQ
Reports To:	Finance Business Partner	No of Posts:	3
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 reporting to the Finance Business Partner will provide a proactive financial management service to budget holders, influencing business decision making and maintain financial control over their financial resources throughout the year.

Post holders will be assigned responsibilities aligned with the force structure and will provide key financial support to budget holders.

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

**Financial – Direct or Non-Direct**

- Accountable for management accounts of up to circa £60 million per annum.
- Promoting financial governance and control over BTP assets with budget holders, staff and officers, identifying and mitigating against area of weakness;
- Responsible for development and delivery of monitoring reports, financial reporting and analysis for Budget Holders, COG, to support financial decision making.
- Responsible for the annual preparation of budgets up to £60m.
- Responsible with budget holders for developing a five-year financial strategy circa £0.5bn.
- Responsible for developing with budget holders savings plans included in the medium term financial plan circa £3m;

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

None

**Any Other Statistical Data**

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

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

Key responsibilities include:

- Supporting the development of strong financial management arrangements underpinned by effective financial controls to support and enable the delivery of the organisation's objectives;
- provide financial support and critical analytical challenge to departments and budget holders to ensure the force achieves its financial targets and delivers value for money within the budgets set by the Authority;
- assist and promote financial governance and control over BTP assets with budget holders, staff and officers, identifying and mitigating against area of weakness;
- oversee the periodic production of the management accounts, and financial income and expenditure reconciliations – ensuring robust evidence is in place for payments, income receipts, accruals, provisions, and any other required financial adjustments;
- develop and deliver a medium term financial plan and annual budgetary provision alongside budget holders, challenging on expenditure and efficiencies, and working to mitigate and deliver risks and opportunities;
- Leading on workforce planning, and linking with periodic payroll reconciliations and financial forecasting to ensure accurate reflection of the workforce is reported and financially planned.
- develop, Implement and ensure delivery of monitoring reports, financial reporting and analysis for Budget Holders, COG, BTPA, Finance Committee, BTPA and DfT to support financial decision making;
- identify and deliver on useful analysis to support force wide decision making;
- contribute to the continuous improvement and transformation of the Finance and Procurement function identifying and delivering on area's of improvement;
- reporting on non-compliance with the Code of Governance, financial frameworks, Chief Constables Letter of Delegation, and the requirements of Managing Public Money
- contribute to the wider finance and procurement team.

### **Managing people**

- Task managing other staff undertaking work for the post-holder, providing effective feedback to their line managers
- Working in partnership with colleagues to manage and develop Finance and Procurement staff as a group.

### **Way of working**

- Undertaking such other projects and 'business as usual' activities as assigned
- Planning their own work to respond to changing priorities
- Operate with an open, honest and transparent approach to people, resource and work activity.

### **Managing change**

- Engaging constructively through organisational and process-related change
- Contribute to the Finance and Procurement Transformation plan and on-going continuous improvement of the function.
- 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 Business Partner 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**

- Where required supporting the Decision Support team in preparing and providing internal and external auditors with audit working papers and responding to audit requests;
- Assisting with implementing audit recommendations arising from Internal and External Audit work;

**E. DECISION MAKING:**

**Make decisions**

The post holder is required to:

- exercise financial judgments around accruals, prepayments, provisions and other required financial adjustments.
- estimate the financial consequences of growth and savings assumptions on the preparation of future years budget and medium term financial plan;
- determining the mechanism for removing efficiencies and savings from the financial plans of the organization.
- acting on and rectifying income, pay and non-pay expenditure anomalies as raised by the management accountant and budgets holders.

**Significant say in decisions**

Advising the Finance Business Partner on management actions to address any financial variances between actual and budgeted expenditure.

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

**Internal**

Budget Holders, Decision Support Team, Finance and Procurement Team, HR and Payroll.

**External**

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

**Essential Criteria:**

**Qualifications and Training:**

Finalist or 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 delivering finance results 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 individuals
- Experience of working with budget holders.
- Excel intermediate to advanced level.
- Experience with working with financial systems.

### 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 and presenter with good interpersonal skills, confident working with individuals at all levels.
- Analytical, creative and strategic; a strong problem solver and commercial thinker.
- Use of financial systems.
- Ability to work to tight deadlines, self-motivate and manage own workload.
- Strong and successful track record of building effective working relationship across all levels of an organisation
- 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.
- **Innovation:** Contributing to a culture of innovation focused on adding value.
- **Leadership:** Confidently engage with colleagues to generate commitment to goals and improvements.
- **Team working:** being a proactive member of the team to achieve progress on objectives and shared interests.
- **Value added:** Working collaboratively across boundaries to ensure that the organisation maximises its strategic outcomes within the resources available.
- **Active:** Contributing to opportunities leading on service improvements

### 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.

**Desired Criteria:**

**Qualifications and Training:**

**Experience:**

- Understanding of central government or public sector financial management and budgetary frameworks

**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:	Deputy Director Finance – Decision Support	Date:	21/11/2016
Area Commander /FHQ	Finance Director	Date:	21/11/2016
HoD:		Date:	
Evaluation Panel:		Date:	

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