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DRAFT

HR8:1.3

Version 0.1

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:	Senior Portfolio Manager - Finance	Current Grade:	
Department:	Finance & Commercial	Division:	A, London
Reports To:	Strategic Finance and Transformation Partner	No of Posts:	1
Level of vetting:	RV	Post Number:	

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

This Senior Finance Portfolio Manager is a temporary role which will manage a portfolio of enabling projects and provide guidance and direction over the cost-out programme. Their portfolio will target internal policy and process, driving efficiencies which will fundamentally change the way Finance and Commercial manage the overall £300m BTP budget, and unlock significant recurring savings for the cost-out programme.

The role holder will be accountable for Identifying, devising and driving the achievement of key medium and long term BTP wide efficiencies, and provide innovative ways to solve problems and modernise BTP financial management, process and reporting practices.

The Senior Finance Portfolio Manager will work closely with 'cost out' programme SME's, identifying opportunities for innovative and more efficient ways of working, and seeking to modernise and speed up the delivery of Finance and Commercial services.

REWARD

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

Financial – Direct or Non-Direct

Non Direct

High level of influence over improvements programme that will fundamentally change the way that Finance manages the c£300m annual BTP budget. Through these improvements they are also targeted to directly realise the 'Cost-out' efficiency target.

Staff Responsibilities – Direct or Non-Direct

Non-Direct

Matrix management of Senior Stakeholders, Finance Business Partners, PA consultancy in acting as our delivery partner, SME's and budget holders across the organisation, IT strategy and development teams, Internal programme resources including 1 project manager, and 2 business analysts

Any Other Statistical Data

All Finance and Commercial processes are in-scope as part of the cost out programme. Ten have been identified as high priority processes, and the re-engineering of each of these will become significant projects in their own right. Beyond the high priority ten, they will be accountable for identifying further significant opportunities in the remaining Finance and Commercial Processes.

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

- **Financial Management, Governance and Accounting**
 - Implement modern, best practice Finance and Commercial processes, which automate transactional activity and facilitate a shift towards better quality and insight driven outputs
 - Engage SME's, and PA delivery partner resources in the most effective way, holding them to account and ensuring delivery of milestones
 - Create initiatives to achieve targets in a controlled project environment ensuring Stakeholders are engaged in delivery of Programme Pipeline
- **Project Management**
 - Lead on the design and implementation of key enabling projects, to unlock 'cost-out' recurring programme efficiencies of £1.6m per annum
 - Provide strategic advice on the portfolio of Finance and Commercial process re-engineering, identify and plan improvements in the delivery of all financial activity in BTP
 - Collaborate and direct as appropriate, with key departments such as People and Culture, Technology, Information Management, and Systems and information owners, to ensure alignment to future strategy
 - Accountability for ensuring the latest industry trends and best practice are alive to BTP, ensuring techniques and methods are applied to 'cost-out' drivers
- **Relationship Management**
 - Effectively communicate with key stakeholders at senior levels on the subject of 'Cost-out' changes, breaking down barriers, and ensuring that stakeholders are energised and buy-in to decisions
 - Direct PA, our delivery partner, holding them to account for on their process analysis support, which will contribute towards the redesign of critical processes.
 - Lead engagement activity workshops to identify with finance and colleagues further opportunities to drive efficiency and innovation. Reporting costed recommendations with desired impact through to FEB
 - Drive efficiency in Commercial services, reviewing their processes and delivering recommendations for the realisation of significant contract savings across BTP

Risk Mitigation

- Identify and report risks and recommendations to the Strategic Finance and Transformation Partner for finance planning and processes
- Manage risks associated with changes, ensuring effective mitigations are in place, are understood by affected stakeholders and reported to appropriate Boards

Continuously interrogate activity and finance working practices to identify areas of risk, efficiency improvements and short to long term savings.

E. DECISION MAKING:

Make decisions

Determine the delivery approach for Finance and Commercial process improvements across the force, including potential system enhancements and ways of working

Significant say in decisions

Key influencer in which areas of Finance and Commercial should be targeted for improvement

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

Internal

Extensive liaison with 'Cost-Out' Programme Board, wider Finance & Commercial team including Director of Finance and Procurement and Deputy Directors, heads of department, COG, PCIB Board

Represent 'Cost-Out' and/or the Finance & Commercial department at board meetings and internal and external meetings

External

British Transport Police Authority (BTPA)

Train Operating Companies, Network Rail, and rail industry staff

Department for Transport (DfT)

Transport for London (TfL)

Her Majesty's Inspectorate of Constabulary (HMIC)

Joint Delivery Partner – PA Consulting

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

Essential Criteria:

Qualifications and Training:

- A level 7 recognised finance qualification, or qualified through extensive senior level experience

Experience:

- Post-qualification experience in a senior finance role – Expert level
- Proven experience in the delivery of business critical projects and programmes in a Finance and Commercial function
- Significant experience of working in a high pressured and politically sensitive and exposed environment
- Candidate must be able to demonstrate that they have kept up with Finance best practice and industry trends
- Experience of working on all stages of the project development lifecycle, with the ability to lead, create and oversee large complex plans.
- Significant experience in working with and influencing senior and board level stakeholders in a large complex organisation
- Extensive experience of working in very high performing Finance and Commercial functions, and delivering significant change projects.
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Skills:

- Well rounded Finance skillset, including Business partnering and Financial Planning & Analysis, gained through experience working in these kinds of roles
- Ability to understand customer requirements/desired outputs, and develop technical solutions that meet them
- Good influencing, networking and cross functional working skills
- Outstanding written and verbal communication skills, communicating information confidently at all levels of an organisation
- Ability to rapidly get to grips with, and understand complex and interdependent issues
- Drive and the resilience to identify solutions, and formulate plans proactively and without the need for supervision
- Extensive analytical and interpersonal skills, with the forensic ability to identify key issues while interrogating statistical and financial data
- Ability to effectively prioritise time and resources, and deliver to tight deadlines
- Proven ability to identify policy, process or structural solutions that deliver enhancement in effectiveness and efficiency
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Knowledge:

- Extensive knowledge of Microsoft Office suite of products including Excel
- A thorough understanding of finance systems, data structures, and reporting frameworks
- A thorough understanding of commercial and financial processes within a large organization
- A good understanding of financial accounting as applied to the public sector
- Detailed understanding of the policy framework in which organisations such as BTP, TfL and Non-Departmental Public Bodies (NDPB's) operate

Desired Criteria:

Qualifications and Training:

- Project management qualification, or qualified through extensive experience

Experience:

- Experience working for a policing organization

Skills:

- Contract management
- Lean Six Sigma

Knowledge:

- Good knowledge of the wider technology and data developments, in particular around finance and analytics
- Familiarity with policing and/or public transport business operations

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.*

- On a day to day basis this role will manage a large portfolio of projects which will collectively deliver a step change in the performance of the Finance and Commercial function. The role holder must have a strong understanding of what a high performing finance function looks like, to help establish and maintain the vision for the Finance and Commercial service of the future.
- The role will interface with stakeholders of all levels who are potentially resistant to change. The role holder must be able to independently influence at all levels, and ensure that credibility is maintained by delivering on promises.

I. AUTHORISATION DETAILS

Prepared By: Simon Jeffery

Date: 04/07/2019

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date: 23/07/2019