

JOB DESCRIPTION

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| Job Title: Chief Finance Officer and Deputy Chief Executive | |
| Job Family: Business Support | Role Profile Title: Senior Manager |
| Reports To: Chief Executive | Band level: SMG |
| Staff Responsibilities (direct line management of): 1 direct although the post-holder will have joint managerial responsibility for the Internal Audit Unit and will be the determining officer for Principal Auditor | |

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: act as the PCC's Statutory Section 151 (LGA Act 1972) chief finance officer and lead advisor to the PCC/Deputy PCC on strategic financial planning, management, policy matters and all financial aspects of corporate governance, and to be the person responsible (under Schedule 1 of the Police Reform and Social Responsibility Act 2011) for the proper administration of the PCC's financial affairs.

The post-holder is a member of the PCC's Strategic Management Group (SMG).

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspects of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Provide in depth expertise and strategic advice to the PCC on financial planning, management, policy and all financial aspects of corporate governance. To develop and maintain appropriate financial management and administration systems and controls that support the service commissioning intentions of the PCC and help ensure regularity, propriety and value for money (VFM) in the use of public funds and in the delivery of the Police and Criminal Justice Plan.
2. Work closely with the Chief Executive and SMG colleagues to develop and implement the Office of the PCC (OPCC) 'Strategic Delivery Plan' to resource and deliver the PCC's strategic objectives, as set out in his Police and Criminal Justice Plan, and to provide a clear sense of purpose to the office of the PCC. Act as the Chief Executive in his absence (excluding the statutory 'Monitoring Officer' role and responsibilities) and supplement the role of the Chief Executive by providing strategic advice on delivering policy objectives.
3. Develop, jointly with the Force Director of Finance, a robust and realistic integrated revenue and capital medium term financial strategy, that will ensure that requisite funding is available from the Government, council tax precept and other contributions and recharges to support the PCC's effective discharge of their statutory responsibility for the police fund.
4. Ensure that accurate, complete and timely financial management information is provided to the PCC. Scrutinise and oversee the Chief Constable's draft budget proposals. Arrange for the determination, issue and transfer of the (council tax) precept. Report to the PCC, Chief Constable and External Auditor any unlawful or potentially unlawful expenditure by or on behalf of the PCC.
5. Ensure the effective delivery and provision of internal and external audit services, respectively, to the PCC. In particular:
 - Ensure, jointly with the Force Finance Director, the delivery of an effective internal audit function which provides assurance upon the internal control and governance arrangements within the Force and the Office of the PCC;
 - Advise and support the Joint Independent Audit Committee to deliver its agreed terms

- of reference, including production of its annual assurance report;
- Liaise with the External Auditor to facilitate an effective external audit of the PCC and Chief Constable's financial affairs;
 - Maintain an effective anti-fraud, bribery and corruption policy and operational practices;
 - Work closely with the Director of Finance to procure adequate and appropriate insurance cover for both the Force and PCC;
 - Develop, implement and maintain an effective Risk Management Action Plan and Business Continuity Plan for the OPCC.

6. Ensure the PCC is provided with appropriate financial support and advice to enable them to discharge their local, regional and national functions and duties, e.g.

- The preparation and production of the PCC's 'Police and Crime Plan' and 'Annual Report';
- Oversight and scrutiny of TVP and partners' financial performance;
- Monitoring and reporting of OPCC financial performance;
- Identifying and analysing the financial and service implications of new government legislation and policy initiatives;
- Bilateral, regional and national collaboration Boards, attendance at national Home Office and APCCs boards and working groups, etc.

7. Lead responsibility on behalf of the PCC for oversight and scrutiny of the TVP resources- related plans (e.g. estates and asset management strategy and plan; Procurement Strategy; HR Strategy; ICT Strategy, etc).

8. Formulate an effective treasury policy and strategy and to monitor treasury management performance so as to minimise external interest costs, maximise investment returns and guard against financial loss.

9. Oversee the monitoring and administration of all PCC controlled expenditure (i.e. OPCC, victim services, community safety, capital financing and treasury management).

10. In accordance with the Framework of Corporate Governance, to consider and approve, as appropriate, all PCC decision reports, including those contract decisions that are signed-off jointly with the Force Director of Finance.

11. Approve and sign all significant Government grant agreements and financial monitoring reports.

c. **DIMENSIONS:** Include matters such as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:

The key roles and responsibilities for this post are prescribed in the Home Office Financial Management Code of Practice for Police Forces in England and Wales and the CIPFA Statement on the Role of the Chief Finance Officer of the PCC and the Chief Finance Officer of the Chief Constable. This includes a fiduciary duty to the local council taxpayer to secure the effective stewardship of public funds.

Financial: Strategic advisor to the PCC concerning the use and oversight of £476m annual revenue budget (2021/22 net) and Capital Programme planned spend of £94m (over the 2021/22-2024/25 planning period).

Direct managerial responsibility for treasury management, involving average investments of £100m and annual investment interest income of 0.7m per annum.

Responsible for the PCC directly controlled budgets of expenditure in 2021/22 of £7.7m

Staff: Direct reports: 1 post, but joint managerial responsibility with the Director of Finance for the Internal Audit function (NB 4 posts when deputising for the Chief Executive), indirect line management for Principal Auditor who is managed by the external contractor.

Statutory advisor to PCC: Awareness and anticipation of potential stakeholder/political response to PCC's decisions and actions is a critical element of the post-holder's judgement in discharging the responsibilities of this post.

In discharging the above key result areas the post-holder will be required to:

- (1) Attend events and meetings with the PCC / Deputy PCC (where appointed) as necessary in an advisory capacity, including attendance at meetings and events held outside of normal office hours
- (2) Engage with and represent the PCC and/or national professional associations in decision-making forums involving representatives of bodies such as:
- TVP Chief Constable's Management Team (CCMT)
 - Association of Police and Crime Commissioners (APCC)
 - TV Police and Crime Panel
 - TV local authorities and other partners (statutory or otherwise)
 - Regional PCC/Force Collaboration Boards
 - Home Office (and other Government agencies, inc Her Majesty's Inspector of Constabulary and Fire and Rescue Services (HMICFRS))
 - National Police Chiefs' Council (NPCC)
 - Chartered Institute of Public Finance and Accountancy (CIPFA)
 - PCC Treasurer's Society (PACCTS)

Member of:

- the OPCC Senior Officer Group (SOG), with shared responsibility for the direction, performance and development of OPCC staff, and
- the PCC's Strategic Management Group (SMG), advising the PCC /Deputy PCC (where appointed)

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

| <i>The knowledge or skills required in the role are as follows (essential or desirable):</i> | <i>E/D</i> |
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| 1. CCAB accountancy qualification (or equivalent). | E |
| 2. Relevant and proven knowledge of public sector accounting and financial management practices and legislative requirements. | E |
| 3. Proven experience of working at senior manager level with direct practical experience of staff management and making the best use of resources. | E |
| 4. Proven experience of advising board-level decision-making. | E |
| 5. Proven experience of communicating complex technical and financial information to a non-technical audience. | E |
| 6. Practical knowledge and experience of legislation and best practice concerning public sector governance and accountability requirements. | E |

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| 7. Proven experience of being the public face of an organisation. | E |
| 8. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential. | E |
| 9. Knowledge of public sector procurement, commissioning and contract management | D |