

## JOB PROFILE

<b>POST TITLE:</b>	<b>Treasurer</b>
<b>GRADE:</b>	<b>N</b>
<b>DIRECTORATE:</b>	<b>Office of the Police and Crime Commissioner, West Mercia</b>
<b>RESPONSIBLE TO:</b>	<b>Chief Executive</b>
<b>RESPONSIBLE FOR:</b>	<b>Head of Finance and Commissioning and Strategic Estates Manager</b>
<b>LOCATION:</b>	<b>Hindlip Hall, Worcester</b>
<b>JOB PURPOSE:</b>	<p>To be the principal advisor to the Police and Crime Commissioner (PCC) on the preparation of financial strategies to achieve the commissioner's objectives.</p> <p>To work with the Chief Constable and the Force chief finance officer to ensure that the PCC's strategies are resourced and implemented in a timely and cost-effective way.</p> <p>To ensure that high standards of financial governance and control are maintained for all aspects of the Commissioner's activities.</p> <p>This is a statutory role and the statutory responsibilities of the Treasurer are set out in the following legislation:</p> <ul style="list-style-type: none"> <li>• Paragraph 6 of Schedule 1 Police Reform and Social Responsibility Act 2011</li> <li>• Sections 112 and 114 Local Government Finance Act 1988.</li> </ul> <p>This role is the Section 151 officer for the PCC.</p>

### **MAIN RESPONSIBILITIES:**

The Treasurer will provide professional advice on financial matters to the PCC, and will:

1. Be a key member of the Police and Crime Commissioner's Senior Management Team, working flexibly as directed by the Chief Executive to implement strategy and to resource and deliver the PCC's strategic objectives sustainably and in the public interest
2. Lead on the development of the PCC's medium term financial plan

3. Be actively involved in, and able to influence, all strategic business decisions of the PCC, ensuring that all the financial implications, opportunities and risks are fully considered and align with the PCC's financial strategy
4. Ensure sound financial governance in the PCC's Office (OPCC) and Force, through the development of sound financial reporting frameworks and the OPCC risk management strategy
5. Provide advice on the levels of reserves and balances that is in line with good practice guidance
6. Lead the promotion and delivery by the PCC of good financial management so that public money is safeguarded and used appropriately, economically, efficiently, and effectively, and ensure that the finance function of the OPCC is resourced and fit for purpose
7. Liaise with the force chief finance officer to advise the PCC and Chief Constable on value for money in relation to all aspects of PCC and Chief Constable / Force expenditure
8. Ensure that effective monitoring arrangements are in place to retain a clear view on how Force budgets are being spent and adhered to throughout the financial year
9. Ensure publication of the statement of accounts and other external reporting requirements of the PCC
10. Lead on the development of the Treasury Management Strategy
11. Closely scrutinise force saving plans to ensure that they are delivered
12. Jointly, with the Force chief finance officer, manage the Internal Audit function and support the audit committee; and
13. Any other responsibilities as required by the Chief Executive
The Treasurer of the PCC is responsible for:
14. Ensuring that the financial affairs of the PCC are properly administered and all financial regulations are observed and kept up to date
15. Ensuring regularity, propriety, and value for money in the use of public funds
16. Ensuring that the funding required to finance agreed programmes is available from government funding, precept, other contributions and recharges
17. Overseeing the Police and Crime Commissioner's Finance, Commissioning and Estates functions

18. Reports to the PCC, the Police and Crime Panel, and to the external auditors any unlawful, or potentially unlawful, expenditure by the PCC or officers of the Police and Crime Commissioner	
19. Reporting to the PCC, the Police and Crime Panel, and to the external auditor when it appears that expenditure is likely to exceed the resources available to meet that expenditure	
20. Advising the PCC on the robustness of the budget and adequacy of financial reserves	
21. Ensuring production of the statements of accounts of the PCC	
22. Ensuring receipt and scrutiny of the statements of accounts of the Chief Constable and ensuring production of the group accounts	
23. Liaising with the external auditor	
24. Advising the PCC on the application of value for money principles by the police force to support the PCC in holding the Chief Constable to account for efficient and effective financial management; and	
25. Advising, in consultation with the Chief Executive, on the safeguarding of assets, including risk management and insurance	
<b>N.B.</b> The Treasurer of the PCC has certain statutory duties which cannot be delegated, namely: reporting any potentially unlawful decisions by the PCC on expenditure, and preparing each year, in accordance with proper practices in relation to accounts, a statement of the PCC's accounts, including group accounts. The Treasurer is the PCC's professional adviser on financial matters.	
Special Conditions:	<ul style="list-style-type: none"> <li>• This post is politically restricted under the Local Government and Housing Act 1989 (as amended).</li> <li>• Travel throughout the West Mercia area and occasional travel across England and Wales</li> <li>• On call commitment and requirement to work unsociable hours including weekends</li> </ul>
Security level:	Management Vetting

## PERSON SPECIFICATION

### Knowledge:

#### Essential:

- Member of an accountancy body recognised by the International Federation of Accountants (IFAC), qualified through examination.

#### Desirable:

- Degree level or equivalent in an area related to public sector policy making or the management of resources
- Knowledge and experience of modern processes for the effective allocation of resources

### Experience:

#### Essential:

- Experience of managing large scale budgets in the public sector
- Proven experience of operating at a strategic level in a political and high profile public environment
- Proven negotiation and influencing skills at a senior level within complex stakeholder relationships
- Recent experience of working at a strategic level with partner organisations to plan and deliver effective services
- Recent direct experience of designing and monitoring sound and effective corporate governance arrangements
- Experience of large scale financial appraisals and decision making on complex projects

#### Desirable:

- Recent experience within the Policing and Community Safety sector

### Key Skills:

- Adhere to international standards set by IFAC on ethics and Continuing Professional Development

Author: Andy Champness, Chief Executive

Date: June 5<sup>th</sup> 2019

## SPECIAL CONDITIONS CHECKLIST: POLICE STAFF POSTS

Section 1: Allowances	Yes	No
<b>Shift working</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Weekend working</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Unsocial hours</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Night working</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Essential Car User</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Casual Car User</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>On Call</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Subscriptions Paid</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Section 2: Other Conditions	Yes	No
<b>Flexi-time Scheme applicable to role</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Regular travel throughout the West Mercia Policing Area</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Politically Restricted post</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Warranted Powers</b> <i>Please list powers:</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Wearing of uniform</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Section 3: Security Level ( <i>See notes</i> )	Yes	No
<b>Counter Terrorist Check (CTC)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Security Check (SC)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Developed Vetting (DV)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Management Vetting (MV)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 4: Health and Safety ( <i>See notes</i> )	Yes	No
<b>Frequent Physical Effort required</b> <i>Please give brief details:</i>	<input type="checkbox"/>	✓
<b>Exposure to disturbing/unpleasant images or tasks</b> <i>Please give brief details:</i>	<input type="checkbox"/>	✓
<b>Unpleasant Working Conditions</b> <i>Please give brief details:</i>	<input type="checkbox"/>	✓
<b>Personal Protective Equipment (PPE) required</b> <i>Please list equipment required:</i>	<input type="checkbox"/>	✓
<b>Medical examination</b>	<input type="checkbox"/>	✓
<b>Hearing test</b>	<input type="checkbox"/>	✓
<b>Eye sight test</b>	<input type="checkbox"/>	✓
<b>Night worker</b>	<input type="checkbox"/>	✓
<b>Lone working</b>	<input type="checkbox"/>	✓

Section 5: Additional Responsibilities	Yes	No
<b>Fire Warden</b>	<input type="checkbox"/>	✓
	<input type="checkbox"/>	<input type="checkbox"/>
Section 6: Mandatory Training Requirements	Yes	No
<b>Personal Safety Training</b>	<input type="checkbox"/>	✓
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>