

JOB PROFILE

POST TITLE:	Senior Finance Officer
GRADE:	I
DEPARTMENT:	Office of the Police and Crime Commissioner
RESPONSIBLE FOR:	2 Finance Officers
RESPONSIBLE TO:	Treasurer
LOCATION:	Hindlip
JOB PURPOSE:	<p>To provide co-ordination and delivery of the operational finance activity of the OPCC.</p> <p>To provide professional, proactive and effective support and advice to the Police and Crime Commissioner around financial management, planning and value for money.</p> <p>To support and enable the Treasurer in fulfilling their statutory duties and responsibilities.</p> <p>Deputise for the Treasurer in their absence (Deputy S.151 officer)</p>

MAIN RESPONSIBILITIES:

Budget Management

1. To provide operational financial support to the OPCC and contribute to the delivery of the Police and Crime Plan outcomes and objectives
2. To lead in the preparation of the annual revenue budget for the OPCC, to ensure that it provides value for money and that it meets the priorities and strategic direction of the PCC
3. To provide support to the Treasurer as to the availability of resources from central government, the setting of the precept and collection fund position as part of the annual budget setting cycle
4. To work closely with West Mercia Police's senior finance team on the development of the force budget and provide advice as to whether it meets the priorities of the PCC
5. To lead on operational OPCC financial reporting at meetings with senior PCC staff. Provide financial advice and clearly explain complex financial information.

Attend meetings with partners to ensure the PCC's financial interests are represented in those meetings.
Strategy and Governance
6. To provide the Treasurer with astute, expert financial support and advice in the development and implementation of financial strategy and plans.
7. Support the Treasurer in the development, implementation, monitoring and review of governance arrangements to ensure sound financial management, both internally within the OPCC and within the Force
8. To report any unlawful or potentially unlawful expenditure, as required by law and the Financial Code of Conduct
9. Support the Treasurer in the work of the Joint Audit and Standards Committee. Drafting reports for the committee and providing support to individual members to enable them to undertake their delegated duties
10. To lead on risk management arrangements for the OPCC, providing sound advice and guidance and developing and maintaining the PCC's risk management strategy and risk registers. Co-ordinate the OPCC response to the identification and management of risk
Decision Making & Business Cases
11. Provide impartial, accurate, specialist, professional financial advice to ensure that all decisions are made in an informed way with consideration of wider financial and strategic business implications
12. To support the Finance Officers and be main point of contact for all funding and finance related issues for Estates, Partnership, Grant and Commissioned Services.
13. To support OPCC and Force change programmes, ensuring sufficient challenge and rigour is built into the process, supporting and ensuring the effective implementation of business plans; capturing and monitoring the business benefits and financial impacts
Financial Accounting & Reporting
14. To provide support and financial advice to the Force finance team in the preparation and audit of the annual accounts (and Group accounts),
15. To interpret Financial Regulations and Accounting Instructions and provide specialist advice and guidance in order to assist the PCC and Treasurer when making investment decisions.
16. Prepare financial commentary for reports produced by the OPCC as required
Other Responsibilities
17. To deputise for the Treasurer in their absence

18. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required	
Special Conditions:	Ability to travel across the West Mercia policing area.
Security level:	Standard Recruitment Vetting

BEHAVIOURS:
<p>All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).</p> <p>The CVF has six competencies that are clustered into three groups:</p> <ul style="list-style-type: none"> • Resolute, compassionate and committed • Inclusive, enabling and visionary leadership • Intelligent, creative and informed policing <p>Under each competency there are three levels that show what the behaviours will look like in practice.</p> <p>This role requires the post holder to be operating at or working towards Level 1 of the CVF.</p>

PERSON SPECIFICATION:
<p>Knowledge:</p> <ul style="list-style-type: none"> • Full CCAB qualification (CIPFA preferred) • Evidence of continuing professional development • The ability to demonstrate an understanding of the National and Local Financial and Legal Framework within which the Police and Crime Commissioners/Forces operate and a knowledge of wider accounting regulations and principles • An understanding of business change principles including a working knowledge of how to effectively manage change and effectively realise benefits
<p>Experience:</p> <ul style="list-style-type: none"> • Substantial experience in a professional accounting environment, ideally in a large organisation (with at least 3 years post qualification experience) • Experience or sufficient awareness of working in a political environment subject to public scrutiny • Experience in designing, implementing and improving new procedures • Experience of formulating and implementing financial strategies with senior officers/members or equivalent including problem solving

- Experience of influencing decision making at a senior level
- Significant and relevant experience of preparing, managing and controlling budgets and providing effective financial support at a senior level
- Demonstrate a track record of providing a high quality, customer focused financial service

Key Skills:

- Proven ability to build effective working relationships at all levels of the organisation
- Ability to interpret and extrapolate financial data and present complex information in a clear, well-structured way that can be easily understood by non-financial users
- Ability to look wider than the financial implications of business decisions and identify and assess the wider strategic impacts.
- Excellent and effective interpersonal skills
- Good communication, negotiation and influencing skills both externally and internally to secure best value, practical solutions, robust systems and effective services
- Ability to work effectively in a pressurised environment
- Flexible, responsive, self-starter, resilient, focused, proactive
- Organised and able to meet tight deadlines