

Job Title:	Chief Finance Officer - PCC Based
Grade:	N/A
Role Code:	N/A
Status:	PCC's Office
Home Office Code:	Operational Support

Main purpose of the role:

Direct and co-ordinate the provision of a comprehensive finance function on behalf of the Police and Crime Commissioner, ensuring adherence to the Financial Management Code of Practice (FMCP) for the Police Service in England and Wales. To advise on all aspects of financial management and liaising with external organisations such as the Chief Constable (CC) and his/her Chief Finance Officer, HMRC, external auditors etc, to ensure responsive, effective and accurate provision of financial management and information which enables the Commissioner to hold the Chief Constable to account for providing an effective and efficient police force. To direct and manage the Commissioner's role in commissioning services to cut crime.

Main Responsibilities:

- Direct, develop, review and implement the Finance Strategy for the Commissioner; provide a comprehensive range of financial advice to the Commissioner and the senior management team, ensuring that the financial affairs of the Commissioner are properly administered, particularly in connection with section 151 Local Government Act, and that financial regulations drawn up by the Commissioner (developed in close consultation with the relevant individuals), are observed and kept up to date.
- Provide advice to the Commissioner on the robustness of budget and the accuracy of financial reserves, ensuring the production of the statements of accounts and group statements of accounts to the Commissioner, liaising with auditors in order to ensure an appropriate level of financial scrutiny takes place to enable the Commissioner to hold the Chief Constable to account for effective and efficient financial management and advising, in consultation with the Chief of Staff, on the safeguarding of assets, including risk management and insurance.
- Ensure, where applicable in conjunction with the Chief Finance Officer of the CC, the provision of accurate and timely budgetary information to the Commissioner, directing the collection, collation and interpretation of financial information across the county, ensuring appropriate controls exist to protect financial integrity and to assure the Commissioner of sound corporate governance. This involves coordinating with the external auditors in their review of the annual accounts and the procedures within the force.
- Develop, review and implement financial planning processes for the Commissioner, in accordance with primary and secondary legislation, best practice and industry standard guidelines, in order to maintain an effective financial planning framework, which reflects the strategic needs of the Commissioner.
- Develop, implement and maintain systems to monitor financial management performance, including the co-ordination of any related post implementation reviews of major projects, and assist with value for money reviews into the utilisation and allocation of finite resources, enabling the maximum utilisation of financial resources.
- Ensure, in association with the CFO to the Chief Constable, that the financial affairs of the Commissioner are properly administered, that financial regulations are observed and kept up to date, ensuring regularity, propriety and Value for Money (VfM) in the use of public funds and that the sufficient funding to finance agreed programmes is available from Central Government funding, precept, other contributions and recharges.
- Create, maintain and review robust reporting regimes to the Commissioner, the Police and Crime Panel and to the external auditor to ensure that any unlawful, or potentially unlawful, expenditure by the PCC or officers of the PCC has or is likely to take place or when it appears that expenditure is likely to exceed the resources available to meet that expenditure, or order to fulfill the post holder's fiduciary duty to the PCC the Police and Crime Panel and the local taxpayer.
- Support and be the lead contact for the Joint Audit Committee, providing regular reports on all aspects of financial and risk management.
- Will be the lead officer for the Commissioner on commissioning services, designing the framework and ensuring that contracts are awarded and monitored appropriately, in order to enhance community safety and cut crime so targets set out in the Police and Crime Plan are met.

Vetting Level:	
Security Clearance	
Necessary Experience:	
<p>The Chief Finance Officer will be a qualified CCAB accountant with substantial senior management experience within a large organisation, either public or private sector. Additionally he/ she will have a proven track record of managing and motivating a wide range of staff.</p> <p>Strong communication and presentational skills, both verbal and written, are essential for this post combined with, integrity and the ability to work accurately under pressure.</p> <p>The post holder will be experienced in building effective working relationships across the Policing landscape and with local authorities and other partners, and be confident in dealing with a range of senior internal and external stakeholders and with similar post holders in other Forces and Home Office contacts.</p> <p>He/ she must be IT literate and fully conversant with a range of Microsoft products such as Word, Excel etc. The ability to become rapidly familiar with and effectively contribute to the development of force specific financial computer databases is essential.</p>	

Personal Qualities	Level
Decision Making	Executive
Professionalism	Executive
Serving the Public	Executive
Working with Others	Executive
Managing Performance	Executive
Leading Strategic Change	Executive
Leading the Workforce	Executive

Technical Skills Level

Budget Management 7

Finance - Budget Preparation 6

Finance - Final Account Production 6

Finance - Management Costing 6

Health & Safety 5

Interviewing - General 5

Know. of Police Environment & Policy 6

Mgmt of Police Information (MOPI) 5

Risk Management 6

National Occupational Standards LevelAA1 Accredited [More Info](#)

AA2