

## **JOB DESCRIPTION**

### **Chief Finance Officer**

**GRADE:** circa £70K

**Responsible and reporting to:** Chief Executive

This is a critical role in the Office of the Police and Crime Commissioner (OPCC) in bringing assurance and strategic management to the PCC's oversight of finance as it relates both to the OPCC and Staffordshire Police.

#### **Job Purpose:**

To be responsible for the proper administration of the Police & Crime Commissioner's financial management arrangements, as defined in statute and guidance.

The statutory duties of this role are set out in Section 151 of the Local Government Act 1972, in Sections 112 and 114 of the Local Government Act 1988, Schedule 1 of the Police Reform and Social Responsibility Act 2011. The post holder must be a member of one of the accountancy institutes listed in Section 113 of the Local Government Act 1988.

#### **Key Duties and Responsibilities**

##### **Finance**

- To ensure that the financial affairs of the PCC are properly administered, that financial regulations are observed and kept up to date in line with best practice.
- To lead on the development of a medium term financial strategy to deliver a sustainable financial plan over a 5 year period.
- Develop financial policies and strategies to ensure that the reporting and monitoring of finance is in line with best practice, and open and transparent in line with PCC policy.
- To ensure that all financial implications, opportunities and risks are fully considered by the PCC and included in the financial strategy.
- To ensure regularity, propriety and Value for Money (VfM) in the use of public funds.

- To ensure that the resource and cash funding required to finance agreed programmes is available from Central Government funding, precept, other contributions and recharges.
- To report to the PCC and the external auditor on any unlawful, or potentially unlawful, expenditure by the PCC or officers of the PCC.
- To report to the PCC and the external auditor when it appears that expenditure is likely to exceed the resources available to meet that expenditure.
- To develop financial strategies and plans, and be able to advise the PCC on the robustness of the budget and adequacy of financial reserves.
- To oversee the production of the statements of accounts of the PCC; ensuring receipt and scrutiny of the statements of accounts of the Chief Constable and ensuring production of the group accounts.
- To liaise with the external auditor, and advise the PCC on the application of value for money principles by the Force, to support the PCC in holding the Chief Constable to account for efficient and effective financial management.
- To advise, in consultation with the Chief Executive, on the safeguarding of assets, including risk management and insurance.
- To undertake duties as required in relation to capital and other projects to which the PCC is contributing and to take part in the coordination, development and management of such projects.
- To operate as a part of the Senior Management team of the OPCC, leading on work across a range of areas to support delivery of statutory duties and the Police and Crime Plan.
- Support the PCC in the delivery of his strategy, supporting and advising in policy areas, for example in Special Police Services and football policing, through liaison and direct negotiations with partners and stakeholders
- To undertake advisory work in connection with any relevant legislation or common law or direction or guidance from external bodies which require action or a response from the PCC
- To work closely with the Chief Constables team, including senior officers and support functions, to deliver the PCC's strategic goals.
- To ensure there is an effective internal audit function in place and that action is taken appropriate to the recommendations received.
- To carry out such other duties as may be reasonably be required.

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### **PERSON SPECIFICATION**

#### **Skills, experience, personal qualities**

- Current membership of one of the 5 CCAB bodies, or CIMA in Great Britain, with an up to date record of Continuing Professional Development.
- Substantial post qualification experience, including substantial experience at a senior management level, to demonstrate ability to meet the full range of skills and abilities expected of the post
- Proven ability to work effectively with senior stakeholders at local, regional and national level. Highly developed political awareness and sensitivity and able to persuade and influence.
- Significant experience of financial strategy development with strong analytical abilities. A demonstrable track record of pro-actively translating ideas and plans into action with a high degree of flexibility and innovation as to the method of delivery.
- Ability to provide robust and challenging advice and an approach that delivers improvement as and when required.

#### **Competencies**

##### Leads strategic change

Thinks in the long term, establishing a compelling vision. Instigates strategic plans and policy that reflects the needs of the local population and are innovative both in design and content.

##### Provides proactive and expert advice

Assimilates complex information quickly, weighing up alternatives and making sound, timely decisions. Gathers and considers all relevant and available information, seeking out and listening to advice from specialists

##### Works effectively across organisational boundaries

Builds effective working relationships through clear communication and a collaborative approach. Maintains visibility and ensures communications processes work effectively.

##### Serves the public

Promotes a real belief in public service, focusing on what matters to the public and will best serve their interests. Ensures that all stakeholders understand the expectations, changing needs and concerns of different communities, and strive to address them.

##### Acts with professionalism and integrity

Acts with integrity, in line with the values, ethical standards and codes of corporate governance. Delivers on promises, demonstrating personal commitment, energy

and drive to get things done. Defines and reinforces standards, demonstrating these personally and fostering a culture of personal responsibility

**Political restrictions**

This post is politically restricted, and the post-holder will be required to complete appropriate security clearance.