

## Appendix B

<b>Post:</b>	<b>Director of Finance (Staffordshire Commissioner's Office)</b>
<b>Locations:</b>	Police HQ, Weston Road, Stafford, ST18 0YY and Fire Service HQ, Pirehill, Stone, Staffs, ST15 0BS
<b>Responsible to:</b>	Staffordshire Commissioner and Chief Fire Officer / Head of Paid Service
<b>Responsible for:</b>	s151 Officer for the Office of the Police and Crime Commissioner and the Fire and Rescue Authority (FRA) and Fire and Rescue Service (Combined Role)
<b>Salary:</b>	£85,000 per annum (2015) – Subject to Evaluation
<b>Hours:</b>	37 hours per week, flexible working hours in operation
<b>Contract Type:</b>	Permanent

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### Overall Function (Purpose)

- To be responsible for the proper administration of the Staffordshire Commissioner's financial management arrangements, as defined in statute and guidance (this reflects two statutory s151 roles (and two corporations' sole) as from 1<sup>st</sup> August 2018, the Commissioner is both the Police and Crime Commissioner and the Fire and Rescue Authority for Staffordshire and Stoke-on-Trent).

**NB:** As at the time of writing, the statutory duties of these roles 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.

- To contribute to the strategic leadership and management of the Office of the Police and Crime Commissioner, the Fire and Rescue Authority and the Fire and Rescue Service as a member of the Staffordshire Commissioner's Office Leadership Team (covering both statutory business areas) and the Fire and Rescue Service's Executive Leadership Team.
- To develop and implement strategy and deliver strategic objectives and in particular, good financial management so that public money is safeguarded at all times and through working with executive leadership teams, used economically, efficiently and effectively.
- The post holder will work closely with a second statutory role, that being the s151 officer for Staffordshire Police.

## **Key responsibilities:**

### **1. Staffordshire Commissioner's Office**

- To ensure that the financial affairs of the Staffordshire Commissioner across policing and fire and rescue are properly administered, that financial regulations are observed and kept up to date in line with best practice.
- To ensure that the Commissioner is provided with appropriate and robust strategic advice in the management of his financial affairs across policing and fire and rescue.
- To work closely with the s151 Officer (Chief Finance Officer) for Staffordshire Police to maintain capacity and capability to meet policing requirements, as defined and agreed between the Chief Constable and the Commissioner.
- To provide leadership and oversight to: -
  - the development of medium term financial strategies for policing and fire and rescue, ensuring the delivery of sustainable financial plans over a 3-5 year period.
  - the development of financial policies and strategies to ensure that the reporting and monitoring of finance across policing and fire and rescue is in line with best practice, and open and transparent in line with the Commissioner's policy.
  - the resource and cash funding required to finance agreed programmes being available from Central Government funding, precept, other contributions and recharges.
  - capital schemes and other projects to which the Commissioner is contributing, taking part in the coordination, development and management of such projects.
  - the effective management of cash flows, borrowings and investments of the Police Service and Fire and Rescue Authority funds, and pension funds. To monitor performance against prudential indicators. Management of Treasury Function and setting the annual Treasury Management Strategy.
  - the development of financial strategies and plans, advising the Commissioner on the robustness of the budget and adequacy of financial reserves.
  - the production of the statements of accounts for both policing and fire and rescue.
- Ensuring that the Statutory accounts for the Police Service and the Fire and Rescue Authority are completed and approved by the Audit Committee by 31 July each year and to work effectively with the external auditors to ensure issues are resolved both timely and professionally.
- To ensure propriety and Value for Money (VfM) in the use of public funds.
- To report to the Staffordshire Commissioner and the external auditor on any known instances of unlawful, or potentially unlawful, expenditure by the Commissioner or officers of the office.

- To report to the Staffordshire Commissioner and the external auditor when it appears that expenditure is likely to exceed the resources available to meet that expenditure.
- To liaise with the external auditor and advise the Commissioner on the application of value for money principles to support him in holding the Chief Constable and Chief Fire Officer 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 operate as a part of the Senior Management team of the Staffordshire Commissioner's Office leading on work across a range of areas to support delivery of statutory duties.
- Support the Commissioner in the delivery of his strategies, supporting and advising in policy areas and liaising 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 commissioner.
- To work closely with the Chief Constables and Chief Fire Officers teams, including senior officers and support functions, to deliver 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.

## **2. Staffordshire Fire and Rescue Service**

- As a member of the leadership team and the s151 officer of the FRA, to develop and implement strategy and to resource and deliver the organisation's strategic objectives sustainably and in the public interest. In practice this means: -
  - To assist the Chief Fire Officer / Head of Paid Service in the discharge of their executive duties.
  - Overseeing the development of the Medium Term Financial Strategy.
  - Overseeing a robust annual budgeting process, that provides financial balance and ensures adequate reserves are in place.
  - Overseeing capital projects and overall programme monitoring and control. Chair of the Capital Review Group.
  - Ensuring insurance policies are adequate.
  - Promoting and supporting the business transformation process, by:
    - Ensure saving plans are robust, realistic and in place particularly during times of austerity
    - Ensuring saving plans are delivered in line with agreed timescales

- Supporting and challenging corporate governance arrangements
- To be involved in key business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered, and aligned with the Service's financial strategy
  - Supporting the Service and decision making, provision of professional financial advice.
  - Providing financial information as required to the Service, Commissioner (FRA) and community
- To promote the delivery of good financial management so that public money is safeguarded at all times and used, economically, efficiently and effectively
  - Ensuring that there is clear, well presented, timely, complete and accurate information provided to the Service and budget managers on budgetary and financial performance.
  - Promoting financial literacy throughout the Service.
  - Ensuring effective internal audit arrangements in place.
  - Developing and maintaining asset management and procurement strategies.
  - Implementing appropriate measures to prevent fraud.
  - Overseeing arrangements for the Administration of the Firefighters Pension Scheme, ensuring good governance and delegations are in place.
  - Responsibility for Service Payroll and Pension Payroll.
  - Directing the Finance Function so that it makes a full contribution to and meets the needs of the Service.

## Person Specification – Knowledge and Experience

### Essential

- To be a fully qualified member of a recognised Accounting Body (e.g. CIMA, CIFPA, ACCA etc)
- To have significant experience of working at a senior level in public and/or private sector organisations
- To be able to work effectively with other leadership team members with political awareness and sensitivity
- To adopt a flexible leadership style, to be able to move through visioning to implementation and collaboration/consultation to challenge as appropriate
- To have knowledge and experience of managing non-finance departments i.e. manage a broad portfolio of services to meet the needs of diverse employees and communities.
- To comply with ethics and standards and be a role model for the organisations cultural framework
- To be able to link overall corporate objectives and strategy with medium term financial plans
- To be able to give impartial and professional advice at all times
- To take ownership of relevant financial and business risks
- To place stewardship and probity as the bedrock for management of the Authorities finances
- To be able to deploy effective facilitation and good meeting skills
- To be able to set and monitor meaningful performance measures
- To promote high standards of ethical behaviour, probity, integrity and honesty
- To ensure and understand when necessary that outside expertise is called upon for specialist advice that may not be available with the Service

### Desirable

- Excellent IT Skills

### Health & Safety

Personnel should familiarise themselves with their Health and Safety responsibilities as detailed in the Organising and Responsibilities section of the Health and Safety Policy. These responsibilities support the legal duties imposed on employees by Section 7 and Section 8 of the Health and Safety at Work etc. Act 1974 and are aligned to your position and influence within the Service.-

Ensure individual participation to satisfy minimum requirements of the Health and Safety at Work Act 1974. Main responsibilities:-

- Actively promote safe working practices with self and others
- Co-operate with employer and others
- Use equipment, etc in accordance with training and instruction
- Inform employer work situations which present a serious and immediate danger
- Inform employer of any shortcoming in the arrangements for health and safety
- Not to interfere with or miss use anything provided in the interests of health and safety

**Data Protection**

Any employee processing personal data on behalf of the Service must comply with the 8 enforceable principles of the Data Protection act.

- 1. Fairly and lawfully processed
- 2. Processed for limited purposes
- 3. Adequate, relevant and not excessive
- 4. Accurate and regularly updated
- 5. Kept no longer than necessary
- 6. Processed in accordance with the data subject rights
- 7. Secure
- 8. Transferred only to Countries with adequate data protection

All employees are responsible to ensure compliance with the rules and regulations of the Services Data Protection Policy,

Freedom of Information Act 2000 (FOIA) & Environmental Information Regulations (EIR)  
The FOIA gives people the right to request information from Public Authorities. For the purpose of FOIA public information means any record held by the Authority or Fire and Rescue Service in any form, this includes e-mails, plans and all other types of recorded, manual and electronic information.

All employees are responsible for processing information in accordance with the FOIA and the policy, procedures and guidance that are laid down by the Service Policy

**Information Security**

To demonstrate continuous compliance to Service Policy in relation to Information Security.

Signed: .....

Line Manager: .....

Date: .....