

JOB DESCRIPTION

- Post:** Chief Finance Officer (Treasurer)
- Hours and Salary:** 2 to 3 days per week, £TBC (pro rata)
- Reporting to:** Warwickshire and West Mercia Police and Crime Commissioners (PCCs)
- Responsible for:** Finance and Audit
- Locations:** Office of the West Mercia Police and Crime Commissioner,
Hindlip Hall, Worcester
- Office of the Warwickshire Police and Crime Commissioner,
Northgate Street, Warwick

PURPOSE OF ROLE

- The post holder will be the principal advisor to both PCCs on the preparation of financial strategies to achieve the Commissioners' objectives.
- The Chief Finance Officer (CFO) will work with both Chief Constables and the Director of Finance to ensure that both PCC's strategies are resourced and implemented in a timely and cost-effective way.
- The CFO will ensure that high standards of financial governance and control are maintained for all aspects of the Commissioners' activities.
- The post holder will be a key member of both PCC's senior management teams.

This is a statutory role and the statutory responsibilities of the CFO are set out in the following legislation:

- Paragraph 6 of Schedule 1 to the Police Reform and Social Responsibility Act 2011
- Sections 112 and 114 of the Local Government Finance Act 1988.

This role is the Section 151 officer for both Police and Crime Commissioners.

KEY STRATEGIC AND MANAGEMENT RESPONSIBILITIES

The CFO will provide professional advice on financial matters to both PCCs, and will:

- Be a key member of both PCCs Senior Management Teams, working flexibly as directed by both Chief Executives to implement strategy and to resource and deliver both PCC's strategic objectives sustainably and in the public interest;
- Lead on the development of the PCC's medium term financial plan;

- Be actively involved in, and able to influence, all strategic business decisions of the PCCs, ensuring that all the financial implications, opportunities and risks are fully considered and align with the PCC's financial strategy;
- Ensure sound financial governance in both OPCCs and forces through the development of sound financial reporting frameworks and the OPCC risk management strategy;
- Provide advice on the levels of reserves and balances that is in line with good practice guidance;
- Lead the promotion and delivery by both PCCs of good financial management so that public money is safeguarded and used appropriately, economically, efficiently, and effectively, and ensure that the finance function of both OPCCs is resourced and fit for purpose;
- Liaise with the force Director of Finance to advise the PCCs and Chief Constables on value for money in relation to all aspects of PCC and Chief Constable / Force expenditure;
- 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;
- Ensure publication of the statement of accounts and other external reporting requirements of both PCCs;
- Lead on the development of the Treasury Management Strategy;
- Closely scrutinise force saving plans to ensure that they are delivered;
- Jointly, with the Director of Finance, manage the Internal Audit function and support the joint audit committee; and
- Any other responsibilities as required by the PCCs.

STATUTORY RESPONSIBILITIES

The Chief Financial Officer of the PCCs is responsible for:

- Ensuring that the financial affairs of the PCCs are properly administered and all financial regulations are observed and kept up to date;
- Ensuring regularity, propriety, and value for money in the use of public funds;
- Ensuring that the funding required to finance agreed programmes is available from government funding, precept, other contributions and recharges;
- Reports to the PCCs, the Police and Crime Panels, and to the external auditors any unlawful, or potentially unlawful, expenditure by the PCCs or officers of the PCCs;
- Reporting to the PCCs, the Police and Crime Panels, and to the external auditor when it appears that expenditure is likely to exceed the resources available to meet that expenditure;
- Advising the PCCs on the robustness of the budget and adequacy of financial reserves;
- Ensuring production of the statements of accounts of both PCCs;
- Ensuring receipt and scrutiny of the statements of accounts of the Chief Constables and ensuring production of the group accounts;
- Liaising with the external auditor;

- Advising the PCCs on the application of value for money principles by the police force to support the PCCs in holding the Chief Constables to account for efficient and effective financial management; and
- Advising, in consultation with the Chief Executives, on the safeguarding of assets, including risk management and insurance.

N.B. The CFO of the PCCs 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 PCCs' accounts, including group accounts. The Chief Financial Officer of a PCC is the PCC's professional adviser on financial matters.

POLITICAL RESTRICTIONS

The Chief Financial Officer is a politically restricted post.

In summary, the restrictions imposed on post-holders include:

- Becoming or remaining, whether by election or otherwise, a member of a Local Authority, of the National Assembly of Wales, of the European Parliament, of the House of Commons, or a Police and Crime Commissioner;
- Announcing, or allowing others to announce, one's candidature for one of the aforementioned offices;
- Holding office in a political party;
- Canvassing at elections; and
- Speaking or writing publicly on matters of party political controversy.

SPECIAL CONDITIONS / POINTS TO NOTE

- The purpose of this job description is to indicate the general level of the duties and responsibilities of the role. The duties may, from time to time, vary without changing the general character of the role or the levels of responsibilities.
- Whilst the role is normally based at West Mercia Police Headquarters, you will regularly be required to work from the Warwickshire OPCC, as required and agreed with the two Chief Executives to the OPCCs.
- The role will require some out-of-hours working.
- Appointment to this post is subject to:
 - a) security clearance, and
 - b) a confirmation hearing by the Police and Crime Panel.

PERSON SPECIFICATION

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| 1. | Member of an accountancy body recognised by the International Federation of Accountants (IFAC), qualified through examination. | Essential |
| 2. | Adhere to international standards set by IFAC on ethics and Continuing Professional Development. | Essential |

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| 3. | Experience of managing large scale budgets in the public sector. | Essential |
| 4. | Proven experience of operating at a strategic level in a political and high profile public environment. | Essential |
| 5. | Proven negotiation and influencing skills at a senior level within complex stakeholder relationships. | Essential |
| 6. | Recent experience of working at a strategic level with partner organisations to plan and deliver effective services. | Essential |
| 7. | Recent direct experience of designing and monitoring sound and effective corporate governance arrangements. | Essential |
| 8. | Experience of large scale financial appraisals and decision making on complex projects. | Essential |
| 9. | Degree level or equivalent in an area related to public sector policy making or the management of resources. | Desirable |
| 10. | Recent experience within the Policing and Community Safety sector. | Desirable |
| 11. | Knowledge and experience of modern processes for the effective allocation of resources. | Desirable |