



NOTTINGHAMSHIRE  
POLICE & CRIME  
COMMISSIONER

## Office of Police and Crime Commissioner for Nottinghamshire

### Job Description/ Person Specification

#### Chief Finance Officer

Service Unit	Office of the Police & Crime Commissioner (OPCC)/ Violence Reduction Unit (VRU)
Team	OPCC/ VRU
Responsible to	Police and Crime Commissioner
Scale and Salary Range	£85,500
Vetting Status	Management Vetting
Politically Restricted	Yes
CVF Level	CVF Level 3

#### Job Context

The Police and Crime Commissioner (PCC) appoints statutory and non-statutory officers to the Office of the Police and Crime Commissioner (OPCC) to ensure that the powers and duties of the PCC are carried out efficiently and effectively. Alongside the PCC, the OPCC ensures that the Commissioner's strategic programme for policing and crime is carried into effect – providing, commissioning and overseeing services which meet the objectives, priorities and outcomes set out in the Police and Crime Plan.

In Nottinghamshire, the PCC is also responsible for a Violence Reduction Unit (VRU), which is overseen by a Strategic Partnership Board, chaired by the PCC. The VRU is a partnership that brings together specialists from Local Government, Health Education, Policing and Criminal Justice to work with communities and the third sector to reduce serious violence and tackle its underlying causes.

The OPCC ensures that the PCC has full executive and professional support in carrying out their duties and responsibilities comprehensively and lawfully. OPCC staff report are the responsibility of the Chief Executive as Head of Paid Service. In addition to providing and supporting the roles of Monitoring Officer and Chief Finance Officer, the OPCC undertakes a wide range of functions of the PCC via a scheme of delegated powers, supporting and as necessary representing the PCC in carrying out all aspects of his or her public, service provision, scrutiny and governance roles.

#### Job Purpose

To discharge the statutory duties of the Chief Finance Officer of the OPCC as defined by legislation, including being the Section 151 Officer.

The promotion and delivery by the Commissioner of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively; and ensures that the finance function is resourced to be fit for purpose.

#### Principal Duties and Responsibilities



1. Act as the professional lead officer to the PCC on all strategic financial matters; financial propriety; and the financial aspects of corporate governance. Ensure the financial affairs of the PCC are properly administered and that financial regulations are observed and updated.
2. Ensure that there are effective and appropriate internal financial controls covering codified guidance, budgetary systems, supervision, management review and monitoring, physical safeguards, segregation of duties, accounting procedures, information systems, authorisation and approval processes. Ensure these controls are an integral part of the underlying framework of corporate governance.
3. To be responsible for the totality of the OPCC and VRU budgets, working in conjunction with the Chief Executive Officer including overseeing and agreeing annual budgets, monitoring and ensuring best value and that audit recommendations relating to the PCC are implemented efficiently and effectively.
4. To hold statutory responsibility under Section 151 of the Local Government Act 1972, to ensure proper arrangements are in place for the proper conduct of the Police and Crime Commissioner's financial affairs and monitor their adequacy and effectiveness in practice.
5. Ensure the resources, expertise and systems for the Force's finance function are able to meet business needs and reviewing the performance of the finance function and ensuring that the services provided are in line with the expectations and needs of its stakeholders and the business
6. Work with the PCC and Nottinghamshire Police Chief Officer Team to develop an ambitious medium-term financial strategy and ensure that the requisite funding is available from the Government, precept, other contributions and recharges, to discharge the CFO's statutory responsibilities.
7. Ensure the production of the statements of accounts of the PCC; receipt and scrutiny of the statements of accounts of the Chief Constable and ensure production of the group accounts.
8. Working with the Deputy Chief Constable and CC CFO ensure the provision of efficient and effective audit services and liaise with both internal and external auditors in reporting to the Joint Audit and Scrutiny Committee.
9. Ensure effective strategic financial monitoring and that accurate, complete and timely financial management information is provided to the PCC, including regional collaboration budgets.
10. Promote, develop and sustain effective senior working relationships at a local, regional and national level, particularly the Association of Police and Crime Commissioners, PCC Chief Executives, the Chief Constable and senior officers of the force, Her Majesty's Treasury, the Home Office, HMICFRS, the National Audit Office and the Police and Crime Commissioners Treasurers' Society (PaCCTs).
11. To fulfil any additional duties within the scheme of delegation including the signing of contracts on behalf of the PCC.
12. Reporting to the PCC and to the external auditor (informing JASP, the Head of Internal Audit and the Police and Crime Panel) any unlawful, or potentially unlawful, expenditure by the PCC or officers of the PCC or when it appears that expenditure is likely to exceed the resources available to meet that expenditure.
13. To deputise for the Chief Executive in their absence
14. To be responsible for personal and corporate development by identifying opportunities for continuous improvement, developing innovations and business case proposals to ensure you are supporting both your own career needs and the professional development and evolution of the OPCC/ VRU.



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COMMISSIONER

The above list is not exhaustive and other duties commensurate with the grade and general nature of the post may, from time to time, be required. In addition, there may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post.

With the exception of any Deputy appointed by a PCC, staff within an OPCC must not undertake political work but are required to operate in a way which is sensitive to and fully informed by the local, regional and national policy context in which the PCC's policing, community safety, public protection and criminal justice responsibilities operate. The post holder will be in a politically restricted post under the Local Government and Housing Act 1989.

The OPCC is required to undertake its role in a way which is agile and responsive to the public interest, to the direct accountability of the PCC to the public as well as to the supportive oversight and scrutiny of the Police & Crime Panel and independent audit committee arrangements. Alongside the PCC, the OPCC undertakes its roles by direct engagement with police and public, private and third sector partner agencies at all levels, with local and national government and with the public.

Due to the nature of the role the portfolio content may change in line with legislation, Home Office and Ministry of Justice policy, and OPCC priorities

The areas of work are determined by the priorities set by the Police and Crime Commissioner; as such the portfolio areas may be amended or refocused to align to these priorities

All employees are to comply with confidentiality laid down in the General Data Protection Regulation (GDPR), the Management of Police Information (MOPI), and the Official Secrets Act (which you will be bound for, for life).

All employees are expected to demonstrate a commitment to the principles of equality of opportunity and fairness of treatment for all.

#### Hierarchy of responsibility

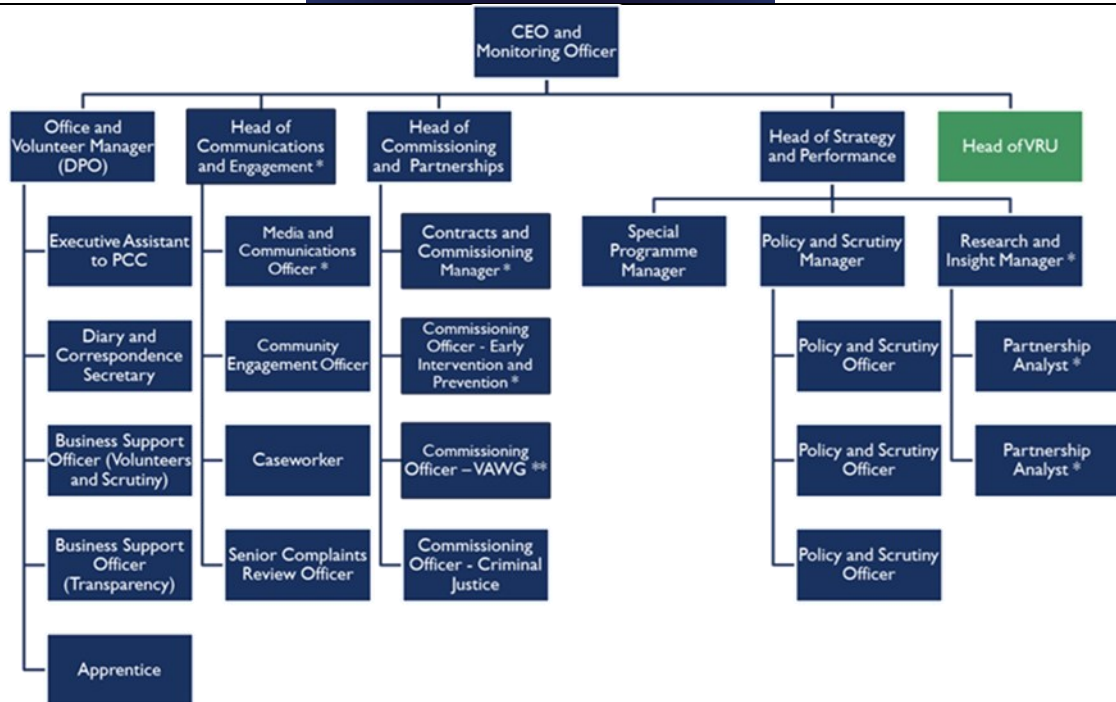
Financial: Accountable for c£235m (the Nottinghamshire Police Fund)  
Responsible for c£11m (OPCC, VRU, commissioning / grants)

Staffing: No direct reports. Reporting directly to the Police and Crime Commissioner, the CFO will be a member of the Senior Leadership Team of the OPCC, led by the Chief Executive Officer and comprising 'Heads of' functions of the OPCC and VRU.

The post-holder will have influence that extends beyond the OPCC, into Nottingham Police and regional police forces. In addition, the role has national profile through the APCC and APACE, as well as working with MoJ and Home Office and HM Treasury officials.



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COMMISSIONER**



## Person Specification

### Essential knowledge, skills, and experience (E)

### Desirable knowledge, skills, and experience (D)

### Knowledge and Qualifications

- Qualified accountant - must hold the CIPFA qualification or an equivalent professional accounting qualification.
- Strategic budget setting, monitoring and financial reporting including medium-term financial planning
- In depth knowledge of complex public sector structures, relationships and funding arrangements
- The role of a Section 151 Officer and the relevant statutory duties

### Experience

- Significant experience of providing strategic financial oversight, monitoring and advice at a senior level for a complex, multimillion-pound public sector organisation
- A successful record of ensuring robust and proper financial management at a strategic level,

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<p>governance and scrutiny, including the timely and accurate production of corporate accounts</p> <ul style="list-style-type: none"><li>• Treasury management, capital and reserves strategies and performance</li><li>• Strategic financial planning and budget setting, and the efficient and effective management of financial resources in a climate of constant change</li></ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"><li>• Ability to work effectively as a member of the PCC's Senior Leadership Team, helping to develop and implement strategy and associated resourcing</li><li>• Excellent verbal and written communication skills, ability to interpret complex information and provide appropriate and timely briefings, often confidential in nature, in a politically sensitive environment</li><li>• High level, effective negotiating and influencing skills, within a high-profile environment</li><li>• Demonstrate a strong desire to think innovatively and to add value at a strategic level</li><li>• Able to work independently in a dynamic environment and manage own workload effectively with little supervision</li><li>• Possess a flexible approach to meet the demands of the workload</li></ul>	
<b>Other</b>	
<ul style="list-style-type: none"><li>• Highest standards of integrity and probity.</li><li>• Ability to manage multiple tasks, competing priorities and project conflict.</li><li>• Service user/customer focused approach.</li><li>• Ability to travel to different locations across the Force area.</li><li>• Able to demonstrate a personal commitment to equality, diversity and inclusion and comply with and promote the organisation's Equal Opportunities Policy.</li></ul>	

**All applicants who identify themselves on the equal opportunities section of the application form as having a disability under the Equality Act 2010 and who meet the essential criteria for the post will be guaranteed an interview.**



NOTTINGHAMSHIRE  
POLICE & CRIME  
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Version Control	
Reason for Version Change	Version date
New structure role	December 21



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### Competency and Values Framework (CVF) for Policing: Level 3 – Senior Manager/ Executive

Competency	Level 3 – Senior Manager/ Executive
<b>Emotionally aware</b>	<ul style="list-style-type: none"><li>• I seek to understand the longer-term reasons for organisational behaviour. This enables me to adapt and change organisational cultures when appropriate.</li><li>• I actively ensure a supportive organisational culture that recognises and values diversity and wellbeing and challenges intolerance.</li><li>• I understand internal and external politics and I am able to wield influence effectively, tailoring my actions to achieve the impact needed.</li><li>• I am able to see things from a variety of perspectives and I use this knowledge to challenge my own thinking, values and assumptions.</li><li>• I ensure that all perspectives inform decision making and communicate the reasons behind decisions in a way that is clear and compelling.</li></ul>
<b>Taking ownership</b>	<ul style="list-style-type: none"><li>• I act as a role model, and enable the organisation to use instances when things go wrong as an opportunity to learn rather than blame.</li><li>• I foster a culture of personal responsibility, encouraging and supporting others to make their own decisions and take ownership of their activities.</li><li>• I define and enforce the standards and processes that will help this to happen.</li><li>• I put in place measures that will allow others to take responsibility effectively when I delegate decision making, and at the same time I help them to improve their performance.</li><li>• I create the circumstances (culture and process) that will enable people to undertake development opportunities and improve their performance.</li><li>• I take an organisation-wide view, acknowledging where improvements can be made and taking responsibility for making these happen.</li></ul>
<b>Collaborative</b>	<ul style="list-style-type: none"><li>• I am politically aware and I understand formal and informal politics at the national level and what this means for our partners. This allows me to create long-term links and work effectively within decision-making structures.</li><li>• I remove practical barriers to collaboration to enable others to take practical steps in building relationships outside the organisation and in other sectors (public, not for profit, and private).</li><li>• I take the lead in partnerships when appropriate and set the way in which partner organisations from all sectors interact with the police. This allows the police to play a major role in the delivery of services to communities.</li><li>• I create an environment where partnership working flourishes and creates tangible benefits for all.</li></ul>



NOTTINGHAMSHIRE  
POLICE & CRIME  
COMMISSIONER

<b>Deliver, support and inspire</b>	<ul style="list-style-type: none"><li>• I challenge myself and others to bear in mind the police service's vision to provide the best possible service in every decision made.</li><li>• I communicate how the overall vision links to specific plans and objectives so that people are motivated and clearly understand our goals.</li><li>• I ensure that everyone understands their role in helping the police service to achieve this vision.</li><li>• I anticipate and identify organisational barriers that stop the police service from meeting its goals, by putting in place contingencies or removing these.</li><li>• I monitor changes in the external environment, taking actions to influence where possible to ensure positive outcomes.</li><li>• I demonstrate long-term strategic thinking, going beyond personal goals and considering how the police service operates in the broader societal and economic environment.</li><li>• I ensure that my decisions balance the needs of my own force/unit with those of the wider police service and external partners.</li><li>• I motivate and inspire others to deliver challenging goals.</li></ul>
<b>Analyse critically</b>	<ul style="list-style-type: none"><li>• I balance risks, costs and benefits associated with decisions, thinking about the wider impact and how actions are seen in that context. I think through 'what if' scenarios.</li><li>• I use discretion wisely in making decisions, knowing when the 'tried and tested' is not always the most appropriate and being willing to challenge the status quo when beneficial.</li><li>• I seek to identify the key reasons or incidents behind issues, even in ambiguous or unclear situations.</li><li>• I use my knowledge of the wider external environment and long-term situations to inform effective decision making.</li><li>• I acknowledge that some decisions may represent a significant change.</li><li>• I think about the best way to introduce such decisions and win support.</li></ul>
<b>Innovative and open-minded</b>	<ul style="list-style-type: none"><li>• I implement, test and communicate new and far-reaching ways of working that can radically change our organisational cultures, attitudes and performance.</li><li>• I provide space and encouragement to help others stand back from day-to-day activities, in order to review their direction, approach and how they fundamentally see their role in policing. This helps them to adopt fresh perspectives and identify improvements.</li><li>• I work to create an innovative learning culture, recognising and promoting innovative activities.</li><li>• I lead, test and implement new, complex and creative initiatives that involve multiple stakeholders, create significant impact and drive innovation outside of my immediate sphere.</li><li>• I carry accountability for ensuring that the police service remains up to date and at the forefront of global policing.</li></ul>





Values	All Levels
<b>Integrity</b>	<ul style="list-style-type: none"><li>• I always act in line with the values of the police service and the Code of Ethics for the benefit of the public</li><li>• I demonstrate courage in doing the right thing, even in challenging situations</li><li>• I enhance the reputation of my organisation and the wider police service through my actions and behaviours</li><li>• I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations</li><li>• I am open and responsive to challenge about my actions and words</li><li>• I declare any conflicts of interest at the earliest opportunity</li><li>• I am respectful of the authority and influence my position gives me</li><li>• I use resources effectively and efficiently and not for personal benefit</li></ul>
<b>Impartiality</b>	<ul style="list-style-type: none"><li>• I take into account individual needs and requirements in all of my action.</li><li>• I understand that treating everyone fairly does not mean everyone is treated the same</li><li>• I always give people an equal opportunity to express their views</li><li>• I communicate with everyone, making sure the most relevant message is provided to all</li><li>• I value everyone's views and opinions by actively listening to understand their perspective</li><li>• I make fair and objective decisions using the best available evidence</li><li>• I enable everyone to have equal access to services and information, where appropriate</li></ul>
<b>Public Service</b>	<ul style="list-style-type: none"><li>• I act in the interest of the public, first and foremost</li><li>• I am motivated by serving the public, ensuring that I provide the best service possible at all times</li><li>• I seek to understand the needs of others to act in their best interests</li><li>• I adapt to address the needs and concerns of different communities</li><li>• I tailor my communication to be appropriate and respectful to my audience</li><li>• I take into consideration how others want to be treated when interacting with them</li><li>• I treat people respectfully regardless of the circumstances</li><li>• I share credit with everyone involved in delivering services</li></ul>
<b>Transparency</b>	<ul style="list-style-type: none"><li>• I ensure that my decision-making rationale is clear and considered so that it is easily understood by others</li><li>• I am clear and comprehensive when communicating with others</li><li>• I am open and honest about my areas for development and I strive to improve.</li></ul>



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POLICE & CRIME  
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|  | <ul style="list-style-type: none"><li>• I give an accurate representation of my actions and records</li><li>• I recognise the value of feedback and act on it</li><li>• I give constructive and accurate feedback</li><li>• I represent the opinions of others accurately and consistently</li><li>• I am consistent and truthful in my communication</li><li>• I maintain confidentiality appropriately</li></ul> |
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Further detailed information on the CVF can be located by clicking on the following link:

<https://skillsforjustice-ppf.com/competency-values/>

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