

NOTTINGHAMSHIRE POLICE & CRIME COMMISSIONER

JOB DESCRIPTION

Job Title:	CHIEF FINANCE OFFICER
Department/Location:	Nottinghamshire Office of the Police and Crime Commissioner
Responsible to:	The Chief Finance Officer (CFO) is responsible to Nottinghamshire Police and Crime Commissioner, but is line managed on a day to day basis to its Chief Executive.
Responsible for:	Internal and External Audit, Banking and Treasury Management Services procured by the Nottinghamshire Police and Crime Commissioner, from outside organisations. Volunteer Manager and the Management and Technical Accountant in the OPCC.
Date:	February 2018

JOB PURPOSE

Develop, implement and monitor the impact of a variety of strategies, arrangements, systems and procedures, which ensure that the Nottinghamshire Police and Crime Commissioner effectively and efficiently fulfils its statutory duties.

PRINCIPAL ACCOUNTABILITIES

1.	To secure the efficient and effective administration of the financial affairs of the Nottinghamshire Office of the Police & Crime Commissioner (OPCC) as set out in Sections 112 and 114 of the Local Government Finance Act 1988. Also paragraph 6 of schedule 1 to the Police Reform and Social Responsibility Act 2011.
2.	To hold statutory responsibility under Section 151 of the Local Government Act 1972, to ensure proper arrangements are put in place for the proper conduct of the OPCC's financial affairs.
3.	To provide a high level of strategic advice and financial services to the Commissioner on performance and budget matters to ensure value for money and effective utilisation of resources.
4.	Assess the implications of the Government's grant settlements and advise the Police and Crime Commissioner on all levels of precept and options as part of the budget setting process.

APPENDIX 1a

5.	To develop comprehensive strategic financial and risk management strategies and policies that ensure the OPCC fulfils its statutory responsibilities, including compliance with financial regulations, contract standing orders, standing orders for land & property, the scheme of delegation, whistleblowing and anti-fraud and corruption.
6.	To develop the OPCC's Medium and Long Term Financial Strategy advising the Commissioner on the annual budget setting linked to the development of the Police and Crime Plan.
7.	To incorporate the force work force plan into the medium term financial plan and budget planning process.
8.	All aspects of and point of contact for business case planning strategy in relation to regional collaboration, workforce planning, IT, assets and estates. Including nationally funded through grant projects such as the Transformation Fund.
9.	To ensure a capital programme is produced for the short-medium term, which reflects the needs identified in the Estates Management Strategy, IT investment strategy and the regional collaborations capital requirements.
10.	To ensure that the capital programme is affordable and incorporated into the treasury management strategy.
11.	To formulate an effective treasury management strategy and to manage treasury management performance so as to minimise external interest costs, maximise investment returns and guard against financial loss.
12.	To manage the bank accounts of the Commissioner and be the nominated signatory for the bank accounts and cheques.
13.	To prepare a Reserves Strategy and advise the Commissioner on the use and risks relating to the levels of reserves; including the use of regional reserves. To also advise on the levels of provisions held within the accounts and their intended purpose.
14.	To ensure appropriate arrangements are in place for insurance and to let and award the insurance tender.
15.	To develop the efficiency planning strategy and the subsequent implementation with the Force to meet statutory requirements.
16.	Oversee the preparation of statutory and other accounts to meet all applicable accounting standards and codes of practice. Particularly, but not limited to Capital Accounting, Prudential Code and Reserves.
17.	Ensure that an annual statement of accounts is produced providing professional guidance in respect of the preparation, inspection and publication of the financial statements including the annual governance statements, so as to ensure compliance with all statutory requirements..
18.	Ensuring the Force has in place effective internal financial controls covering codified guidance, a budgetary system, physical safeguarding, authorisation procedures and approval processes.
19.	To ensure the delivery of an effective internal audit function, supporting financial governance requirements and controls within the Force and Police and Crime Commissioner in accordance with Accounts and Audit Regulations 1996.
20.	To advise on budgetary matters, both revenue and capital (annual and longer-term).

APPENDIX 1a

21.	Accountable for accurate, complete and timely financial management monitoring information provided for the OPCC; including regional collaboration budgets and nationally funded projects.
22.	In specific relation to the Office of the Police & Crime Commissioner: <ul style="list-style-type: none">• To compile the OPCC's annual budget and medium term financial plan• To monitor expenditure against the budget and ensure best value• To ensure that Audit recommendations are implemented efficiently and effectively• To implement and monitor expenditure relating to the community safety grant and other grant and commissioning activity
23.	To maintain effective working relationships with Police Force s151 Officer and staff, external audit, other inspectorates and Government and other public organisations as appropriate.
24.	To ensure appropriate arrangements are in place relating to police officer and police staff pensions and their financial administration; including the process relating to Internal Dispute Resolution Procedures.
25.	To fulfil any additional duties identified within the scheme of delegation including the signing of contracts on behalf of the OPCC.
26.	To deputise for the Chief Executive in his absence in accordance with the scheme of delegation.
27.	To represent Nottinghamshire OPCC and contribute to national reviews and projects such as Funding Formula, Transformation Fund, NBCS, Business Enablers and PACCTs Senior Team.
28.	To attend and contribute to regional financial governance including the Regional Resources Board and MFSS boards.
29.	To provide s151 Treasurer Service to the Nottinghamshire Fire and Rescue Authority. The job description and person specification is appended to this document.

1 DIMENSIONS

Financial: Circa £1.8 billion (including pensions and excluding Nottinghamshire Fire & Rescue Authority)

Staff: Volunteer Manager, Management & Technical Accountant, and Personal Assistant (shared).

Sphere of activity: The post holder will be based at the OPCC, Arnot Hill House, Arnot Hill Park, Arnold, Nottingham

Other:

2 ORGANISATIONAL/DEPARTMENTAL CHART

3 ACCOUNTABILITY

Prepared by _____ (Post)

Signature _____ Date _____

**NOTTINGHAMSHIRE POLICE AND CRIME COMMISSIONER
PERSON SPECIFICATION****CHIEF FINANCE OFFICER****CRITERIA****KNOWLEDGE AND EXPERIENCE**

- 1. Must have significant years experience of providing financial support and advice at a senior management level within the public or private sector.**
- 2. Must be able to demonstrate a successful history of developing/improving procedures to improve financial management.**
- 3. Must have experience at strategic planning and the successful management of financial resources in a climate of constant change.**
- 4. Must have a working knowledge of the public sector structures, relationships and funding arrangements.**
- 5. Experience of operating as a Section 151 Officer (or similar) or Deputy.**
- 6. Sound understanding of the Police reform and Social Responsibility Act 2011, Finance Code of Practice and Policing protocol.**

SKILLS AND ABILITIES

- 1. Ability to utilise a range of systems to produce easily understandable financial information.**
- 2. Ability to creatively manage finance and other resources to deliver priorities efficiently.**
- 3. Ability to establish and develop monitoring systems for the continuous development of financial services.**
- 4. Must be able to demonstrate effective communication, articulately and appropriately both verbally and in writing with internal and external contacts at all levels.**
- 5. Must be able to demonstrate high level, effective negotiating and influencing skills**
- 6. Must have the ability to positively promote and implement change, demonstrating an innovative style and creative thinking**

- 7. Must be able to work effectively and flexibly as part of a team.**
- 8. Must be diplomatic and tactful and able to maintain strict confidentiality in a politically sensitive environment**
- 9. Must be able to establish and maintain internal and external communication links effectively at all levels**
- 10. Must be able to work independently in a dynamic environment and manage own workload effectively with little supervision.**

EDUCATION / QUALIFICATION

- 11. Must hold the CIPFA qualification or hold an equivalent professional accounting qualification, pursuant to S.113 Local Government Finance Act 1988.**

OTHER

- 12. Must demonstrate a personal commitment to Equal Opportunities, managing diversity and customer service.**
- 13. Must be committed to managing own professional development**
- 14. Ability and willingness to travel around the County in connection with the requirements of the job.**
- 15. Must be willing to attend and support community engagement events in the evenings and weekends.**

ACCOUNTABILITY

Prepared by _____ (Post)

Signature _____ Date _____

NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE

JOB DESCRIPTION

Post:	Authority Treasurer
Grade:	Salary as agreed
Conditions of Service:	APT & C
Responsible to:	Combined Fire Authority
Responsible for:	Financial advice to the Fire Authority and the role of S151 Officer under the Local Government Act 1972

General Description of Post

The fulfillment of all statutory obligations of the Treasurer to the Fire Authority as set out in Sections 111 to 116 of the Local Government Finance Act 1988 and other relevant legislative provisions.

Principal Responsibilities

1. Act as the designated officer under S151 provisions of the Local Government Act 1972 and report on annual policy and performance to the Authority.
2. Provide independent scrutiny and advice to the Fire Authority and members on all financial matters; financial propriety; the financial aspects of corporate governance and that the Scheme of Financial Management supports sound financial governance.
3. Work with the Authority and Head of Finance to develop a medium term financial strategy.
4. Provide the Authority with assurances regarding the robustness of estimates and the adequacy of reserves and balances as required by S25 of the Local Government Act 2003.
5. Advise and give assurance to the Authority concerning the potential long-term implications including the financing of the annual capital programme.
6. Ensure that adequate systems are in place for the production of accurate, complete and timely financial management information to the Fire Authority, including the preparation of statutory and other accounts; maintenance of internal Audit, and effective treasury management which is compliant with the CIPFA Prudential Code.
7. Advise the Fire Authority on matters relating to the calculation of the Precept and implications for Council Tax.

8. Attending Fire Authority, Policy and Finance and Resources Committee meeting as well as other meetings as required.
9. In order to maintain appropriate levels of Continuing Professional Development it will be necessary to attend events, seminars and conferences as agreed from time to time with the Chief Fire Officer.
10. Advising in conjunction with the Clerk and Monitoring Officer on the pay and conditions of the Senior Management Team.
11. Represent the Service on regional/national bodies, as required.
12. Any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any significant changes of a permanent nature should be incorporated into the job description in specific terms.

Specific Health, Safety and Environmental responsibilities

None

General Responsibilities (all employees)

(a) Health and Safety

To take reasonable care for your own health and safety at work and that of other persons who may be affected by your work activities.

To co-operate with Nottinghamshire Fire & Rescue's attempts to comply with health and safety legislation. Where appropriate you must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over.

To work in a safe manner in which you have been trained and instructed and advise your line manager of any health and safety problems you become aware of.

To familiarise yourself with the contents of the Service's Written Safety Policy.

(b) Use of equipment and other appliances

To take proper care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the Service or provided or issued by a third party for individual or collective use in the performance of the job holder's duties

(c) Equalities

To uphold the Nottinghamshire Fire and Rescue Service's Equality Statement and other policies and practices and to treat all colleagues, service users and contacts with respect and in accordance with the expectations laid down by the Service.

To promote and deliver fair and quality services that are sensitive and responsive to all service users.

(d) Code of Conduct

To adhere to the standards of the Code of Conduct established by the Service.

(e) Personal Development

To keep up to date with current practice, undertake training and Continuous Professional Development as appropriate.

(f) Information Technology

To comply with security measures to protect against unauthorised access to, alteration or disclosure of information held on computer and ensure adherence to the principles of the Data Protection Act.

To undertake any training and operation of new technologies and associated systems as required.

PERSON SPECIFICATION

Authority Treasurer

	ESSENTIAL	DESIRABLE
Education and Training	Evidence of Further Education in a finance or public sector related discipline.	
	CIPFA Qualified Accountant with minimum of 5 Years PQE.	
	Evidence of participation in Continuing Professional Development (CPD)	
Skills /Attributes	High level of numeracy i.e. understanding of mathematical concepts up to GCSE standard (or equivalent) along with ability to perform calculations accurately and at speed	
	Effective oral communications i.e. to include presentation of information to elected members, senior management and managers in other departments	
	Clear written expression. To include ability to adapt to written style according to audience/material	
	Ability to organise own time and programme the work of others.	
	Logical and determined approach to problem solving – includes having confidence to raise questions where necessary	
	Ability to work under pressure	
	Evidence of influencing skills	

APPENDIX 1a

	ESSENTIAL	DESIRABLE
Skills /Attributes	Ability to use spreadsheets word processing packages and computerised Accounting Systems	Ability to use Microsoft Word and Excel
	Ability to understand, influence and develop strategy.	
	An ability to take an “out of the box” view of traditional accountancy approaches.	Practical application of innovative projects/ideas.
	Ability to explain complex financial matters to non-financial managers and elected Members and to adopt a “problem solving” approach	
	Negotiating skills	
Knowledge	Detailed knowledge of Local Government Accounting procedures and regulations	Considerable experience of running a finance function in a “stand alone” body.
	Knowledge of Capital Accounting requirements.	
	Detailed knowledge of the role of the Treasurer in respect of the requirements of relevant legislation	
	Knowledge of the CIPFA code for the role of the Chief Financial Officer in so far as this relates to the Treasurers role.	An appreciation of risk management concepts.
	Knowledge of budget management techniques.	
	Knowledge of Accounting Codes of Practice and their practical application.	
	Knowledge of option appraisal techniques	Knowledge of Cost Benefit Analysis techniques.
	Knowledge of Treasury Management practices and appropriate standards	

APPENDIX 1a

	Understanding of the role of the finance function and its interfaces to other functions such as Internal and External Audit, IRMP etc.	
	Understand the reporting requirements of elected Members.	
Experience	Experience of working with Elected Members on strategic financial matters	Experience of working in a Fire Authority or other body with nominated Members
	Practical experience of accounts closure and preparation of accounts for audit.	
	Experience of working with internal/external auditors and other external inspectors.	
	Experience of devolved budgeting and the calculation of and monitoring of devolved budgets.	
	Experience of dealing with Senior Officers and Members requirements for information.	