

AVON & SOMERSET OFFICE OF POLICE & CRIME COMMISSIONER

Job Description

LOCATION:	Police & Crime Commissioners Office
JOB TITLE:	(Interim) Chief Financial Officer to the Police and Crime Commissioner (“PCC”)
REPORTS TO:	The PCC’s Chief Executive and the PCC directly as required to fulfil statutory duties
SALARY:	£64,000.00 for 4 day part time working
TERM:	Part-time 4 days, 18 month fixed term contract
SUPERVISORY RESPONSIBILITY:	1 FTE

MAIN PURPOSE FOR THE ROLE:

To undertake the statutory role of the chief financial officer to the PCC for the purpose of section 151 of the Local Government Act 1972, sections 112 & 114 of the Local Government Finance Act 1988 and Accounts and Audit Regulations.

As a member of the PCC’s senior leadership team (“SLT”), to contribute directly to the leadership of the Office of the PCC (“OPCC”) and to the effective delivery of the PCC’s vision strategies and plans ensuring value for money for taxpayers.

To work effectively with PCC, PCC’s Chief Executive and other senior leadership in the OPCC.

To develop, implement, manage and maintain corporate financial and treasury strategies, budgets and governance arrangements in consultation with the Constabulary’s CFO. To work closely but independently of the Constabulary CFO to ensure sound financial governance for the PCC and Constabulary in accordance with CIPFA guidance and best practice. (Note: the Constabulary budget, the financial systems and the leadership of the wider finance team are delegated to the Constabulary CFO).

To maintain and build upon Avon & Somerset’s excellent financial standing and reputation and to advise PCC and the PCC’s CEO on all relevant aspects of finance including council tax, budgets, savings, investments, capital finance, treasury management, project finance, financial risk, financial compliance and medium term financial planning.

To advise the PCC on the financial risks, budgetary approval and control, outcomes and funding opportunities of major projects including estates construction, property disposals, national police programmes and major ICT projects.

To oversee the proper stewardship of budgets delegated to the Constabulary.

To play a full role in preparation for any inspections or audits affecting the PCC. The above is intended as an outline of the principal responsibilities of this post. The post holder is required to exemplify personal and professional flexibility in responding to the changing circumstances and needs of the PCC, local or National determined change or central policy directives.

This role profile will therefore be subject to regular review and amendment in discussion between the post holder, and the PCC and the Chief Executive of the OPCC.

MAIN RESPONSIBILITIES:

The CFO is the PCC's professional adviser on financial matters, and has certain statutory obligations which cannot be delegated. These relate to: ensuring that proper financial arrangements, systems and controls are in place; reporting any potentially unlawful decisions by the PCC regarding use of public funds; and to producing an annual Statement of Accounts.

Key aspects of the role include:

Financial Advice to the PCC

- Attending meetings of the OPCC and Constabulary as appropriate to ensure financial considerations and value for money are properly considered and briefing the PCC accordingly.
- Briefing the PCC on any emerging and material financial issues.
- Advising the PCC on the financial implications of: their plan and policies; proposed business cases; investment plans; national programmes; regional collaboration, other Constabulary or OPCC initiatives.
- Advising the PCC of the financial implications of matters brought before them by the Chief Constable or by the Chiefs team.

Financial Propriety - in consultation with the Constabulary CFO

- Keeping under review the operation and effectiveness of the Financial Regulations and Standing Orders.
- Oversee and implement appropriate treasury management strategies and advise and report on key prudential indicators
- Advise on levels of reserves against commitments and risks.
- Bringing to the notice of the PCC any cases of financial impropriety disclosed by audit or otherwise brought to the attention of the CFO.
- Supporting the work of the Independent Joint Audit Committee.
- Implement recommendation from agreed audit reports.
- Oversee and facilitate the external auditors programme of work.

Efficiency and Effectiveness - in consultation with the Constabulary CFO

- Attending at board and planning meetings and providing financial scrutiny and advice.
- Ensure investment business cases are prepared and are financially robust.

- Ensure clear and concise financial management information enables value for money decision making and enables clear financial assessment of any options presented.
- Advising on and scrutinise the financial matters related to capital programmes and ensure that suitable and costed provision of capital funding is available. Ensure value for money outcomes from capital projects.
- Ensuring financial systems and controls are effective, manage identified risks and support efficient working.

Financial Information - in consultation with the Constabulary CFO

- Ensuring that adequate, timely and relevant financial information is made available to the PCC and PCC's Chief Executive.
- Advising the PCC on the appropriate level of financial information required to exercise their statutory duties and powers.
- Ensure financial data quality is of the highest standard and all relevant data related rules are followed

Preparation of Accounts - in consultation with the Constabulary CFO

- Ensuring that suitable accounting systems are in operation.
- Advising on the Accounting Standards and Codes of Practice to be adopted by the PCC.
- Consulting the audit contractor as necessary on the form and content of the Annual Statement of Accounts and resolving any matters which the contractor raises on the accounts.
- Liaising with the external auditors to ensure compliance with Accounting Standards and statutory requirements.
- Prepare a foreword to the annual accounts, ensure a complaint and helpful annual governance statement is prepared and approve the financial accounts for publication.

Safeguarding of Assets - in consultation with the Constabulary CFO

- Ensuring the PCC has suitable financial and asset risk management and insurance programmes.
- Overseeing the insurance procured by the Constabulary.

Precepting (Council Tax) - in consultation with the Constabulary CFO

- Interpreting the various Grant Orders to ensure that the implications of the annual grant settlements are correctly understood.
- Advising the PCC on the relationship between the planned budget and the government's expenditure limitations (including any "capping")
- Preparing the annual budget recommendations for approval by the PCC to ensure that the precept complies with statutory requirements.
- Obtaining from the billing authorities the required information to calculate the PCC's expected council tax precept income including the tax base, any surplus or deficits.
- Present and support the PCC in presenting precept and budget proposals to the Police & Crime Panel as required.

- Agreeing schedule of payment dates with the billing authorities and the Constabulary finance team and the treasury team.

Budgetary Matters - in consultation with the Constabulary CFO

- Prepare jointly with the Chief Constable and their CFO an annual and medium financial plan and budget for the approval of the PCC.
- Manage the OPCC office and commissioning budgets.

National Contribution

- Attending and contributing to national meetings as required.

Person Specification

The Avon & Somerset Police & Crime Commissioner is looking for a person who can evidence that they have the following qualities:

1	CIPFA (or equivalent) qualified accountant with full professional membership	Essential
2	Evidence of a commitment to continued professional development.	Essential
3	Degree level or equivalent in an area related to public sector.	Essential
4	Significant experience at a senior officer level as a finance professional in a public sector organisation, with an ability to implement robust and proportionate accountability frameworks for the use of funding and assets, securing value for money and safeguarding public funds.	Essential
5	Experience of undertaking the role of section 151.	Essential
6	Extensive knowledge and experience of developing financial strategy, policy and frameworks for financial governance and contributing to corporate strategy and corporate governance.	Essential
7	Ability to act with integrity in line with values, standards and codes of corporate governance.	Essential
8	Ability to identify, assess and manage financial risk effectively.	Essential
9	Experience of providing clear, authoritative and impartial financial advice based on objective financial analysis and interpretation of complex situations.	Essential
10	Extensive experience of developing and setting revenue and capital budgets, balance sheet management and ensuring the production of compliant statement of accounts.	Essential
11	Experience of assessing and advising on the value for money impact of key decisions.	Essential
12	Ability to provide independent financial advice, scrutiny,	Essential

	challenge and assurance in respect of corporate/business decisions and their implications for resources and risk.	
13	Experience of public sector finance, treasury management and funding and reserves	Essential
14	Knowledge of and ability to advise on robust frameworks for internal financial control within a complex organisation including arrangements for systems of financial control.	Essential

You will comply with the Staff Code of Conduct as varied from time to time, it is expected that the OPCC as a public authority supports the Nolan Principles of Standards in Public Life. As such, the seven principles of conduct underpin the work of the OPCC and are used as the basis for working practices.

The Nolan principles are:

Selflessness: Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership: Holders of public office should promote and support these principles by leadership and example.

Political restriction

Please note this is a “politically restricted post” in accordance with Local Government & Housing Act 1989.