



AVON & SOMERSET OFFICE OF POLICE & CRIME COMMISSIONER

Role Profile

JOB TITLE:	Chief Finance Officer (CFO)
REPORTS TO:	Chief of Staff and additionally to Police & Crime Commissioner (PCC) as CFO
SUPERVISORY RESPONSIBILITY:	1 FTE
LOCATION:	Office of the Police & Crime Commissioner (OPCC)
SALARY:	£98,088.00 pa
TERM:	Permanent
HOURS:	Full-time.

Due to the nature of the role, the applicants will be required to be flexible in terms of the total number of hours worked each week and their availability. It is expected that a small proportion of duties will take place during evenings and weekends, for which no additional recompense is provided.

JOB DESCRIPTION

Main Purpose of the role:

The key purpose of the role is three-fold:

- To fulfil the statutory responsibilities 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, ensuring arrangements are in place for proper financial administration and good governance.
- To ensure the proper administration of the PCC's financial affairs, as required by Schedule 1, paragraph 6 of the Police Reform and Social Responsibility Act 2011 and section 114 of the Local Government Finance Act 1988.
- To work with the PCC and Chief of Staff to formulate and implement a sound, sustainable business and financial strategy, as well as supporting the delivery of the PCC's Police and Crime Plan and advising on the financial implications of policy options and allocation of resources.

As a member of the PCC's senior leadership team ("SLT"), you will contribute directly to the leadership of the Office of the PCC ("OPCC"). You will:

- 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).

- Maintain and build upon Avon & Somerset's excellent financial standing and reputation and to advise PCC and the PCC's Chief of Staff 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.
- 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.
- Oversee resources issues including HR within the Constabulary.
- Manage the business services area including governance, risk management, office support management, data quality, Information management and IT support.
- Oversee the proper stewardship of budgets delegated to the Constabulary.
- 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; and to promote diversity and racial equality, ensuring that all financial processes and policies have proper regard for equality and diversity issues.

This role profile will be subject to regular review in discussion between the post holder, the PCC and the Chief of Staff 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 Planning and Management

- Managing the totality of the financial affairs of the PCC in all its dealings.
- Establishing and maintaining strong financial management, underpinned by effective financial controls, so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.



- Ensuring that the financial affairs of the PCC are properly administered and that the financial regulations drawn up by the PCC are observed and kept up to date.
- Prepare an annual and medium-term financial plan and budget in consultation with the Constabulary CFO, for the approval of the PCC.
- Manage the OPCC office and commissioning budgets.

Financial Advice to the PCC

- Advising the PCC on value for money in relation to all aspects of the PCC's expenditure
- Play an active role in all strategic business decisions of the PCC to ensure immediate and longer term implications, opportunities and risks are fully considered, and aligned with the PCC's financial strategy.
- 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 of Staff.



- 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 re 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.

Support the Precept process (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.

Representing the PCC and his Office

- Engaging effectively with PCC CFO networks locally, regionally and nationally
- Attending and contributing to local, regional and national meetings, including representing the PCC as required.

PERSON SPECIFICATION

We are looking for an experienced finance professional who can evidence that they have the following qualities, qualifications and experience:



1	CIPFA (or equivalent) qualified accountant with full professional membership	Essential
2	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
3	Experience of undertaking the role of section 151 officer.	Essential
4	Extensive knowledge and experience of developing financial strategy, policy and frameworks for financial governance and contributing to corporate strategy and corporate governance.	Essential
5	Ability to act with integrity in line with values, standards and codes of corporate governance.	Essential
6	Ability to identify, assess and manage financial risk effectively.	Essential
7	Experience of providing clear, authoritative and impartial financial advice based on objective financial analysis and interpretation of complex situations.	Essential
8	Extensive experience of developing and setting revenue and capital budgets, balance sheet management, treasury management and funding and reserves and ensuring the production of compliant statement of accounts.	Essential
9	Experience of assessing and advising on the value for money impact of key decisions.	Essential
10	Ability to provide independent financial advice, scrutiny, challenge and assurance in respect of corporate/business decisions and their implications for resources and risk.	Essential

Our vision:

Excellent victim support, better policing and fairer criminal justice services for all.

Our mission:

- We improve
- We listen
- We innovate
- We lead
- We challenge



Our values:

Openness – We will always be transparent and open about the work we do, our services and how we support our communities.

Partnership – We will work with the police and key partners to provide better services to local people.

Compassion - We will continue to take a compassionate approach to commission the most effective support services for victims and survivors.

Courage – We are the voice of local people in policing and we will always share concerns, issues and feedback to the police and partners.

Staff Code of Conduct

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 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 Principles of Standards in Public Life 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.

The purpose of a politically restricted post is to prevent that individual from having any active political role either in or outside of the workplace. Politically restricted employees will automatically be disqualified from standing for or holding elected office.