

AVON & SOMERSET OFFICE OF POLICE & CRIME COMMISSIONER

Job Description

LOCATION:	Police & Crime Commissioners Office
JOB TITLE:	Chief Financial Officer and Deputy Chief Executive
REPORTS TO:	Chief Executive and additionally to PCC in your role as CFO
SUPERVISORY RESPONSIBILITY:	3 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 the Accounts and Audit Regulations 2003.

As a member of the PCC's senior management, to contribute directly to the leadership of the OPCC and to the definition and delivery of the PCC's vision strategies and plans and management of the staff team and to be a key link and interface with members.

As Deputy Chief Executive to manage the business services area including Governance, risk management, office support management (including internal policies and procedures), Data Quality, Information Management and IT support.

To develop, implement, manage and maintain corporate financial strategies, budgets and governance arrangements in partnership with the Constabulary and to work effectively with PCC and staff of the OPCC.

To promote diversity and racial equality, ensuring that all financial processes and policies have proper regard for equality and diversity issues.

To maintain and build upon Avon & Somerset's excellent financial standing and reputation and to advise PCC and staff of the OPCC on all aspects of finance including council tax, budgets, efficiency plan and medium term financial planning. Working with the PCC to identify new funding opportunities from Government and other sources .

To deputise for the Chief Executive in their absence.

To advise the PCC on major projects such as Southwest One and the Accommodation Strategy and to oversee major projects undertaken by the Constabulary.

To oversee resources issues including HR within 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 high profile, wide ranging 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 are in place; to reporting any potentially unlawful decisions by the PCC or the force on expenditure; and to producing an annual Statement of Accounts. This aspect includes

- To provide financial advice to the PCC on all aspects of its activity, including the strategic planning and policy making processes.
- To advise the PCC on financial propriety.
- To provide advice in relation to the Efficiency plan.
- To ensure that accurate, complete and timely financial management information is provided to the PCC.
- To secure the preparation of statutory and other accounts.
- To manage the PCC's contracts for the provision of treasury management services.
- To advise on the safeguarding of assets, including risk management and insurance.
- To arrange for the determination, issue and transfer of the precept.
- To advise on budgetary and other financial resource matters including any consequent long term implications.
- To manage the PCC's contract for the provision of internal audit services and to act as the primary point of contact with the external auditors.
- To contribute as appropriate at a national level to the work of the Association of Police and Crime Commissioners and CFO's representative body.
- Have in place appropriate financial regulations.

Financial Advice

- Attending at meetings of the OPCC, its Committees and working groups as appropriate.
- Ensuring that accurate, complete and timely financial management information is provided to the PCC.
- Briefing the Chair and Members on financial issues.
- Advising the Chief Constable and his or her staff on the financial implications of policies.

- Advising the PCC of the financial implications of matters brought before them by the Chief Constable.

Financial Propriety

- Keeping under review the operation and effectiveness of the OPCC's Financial Regulations and Standing Orders relating to contract.
- Set and manage levels of reserves against commitments and risks.
- Bringing to the notice of the PCC any cases of financial impropriety disclosed by internal audit or otherwise brought to the attention of the CFO.
- Agreeing plans and supervising delivery of the Internal Audit Programme.

Efficiency and Effectiveness

- Attending at meetings and providing advice on how to maximise the financial benefits from the efficiency planning and delivery process.
- Consulting with the external auditors on their programme of work.
- Assessing the findings of relevant internal audit reports.
- Organising and managing the work of the Independent Audit Committee.

Financial Information

- Ensuring that adequate financial information is made available to the PCC.
- Advising the PCC on the appropriate level of financial information required to exercise their overall supervision of the PCC's financial affairs.
- Ensuring that internal and/or external audit examine from time to time the adequacy and accuracy of the financial information provided to the management.

Preparation of Accounts

- Ensuring that suitable accounting systems are provided.
- Advising on the Accounting Standards and Codes of Practice to be adopted by the PCC.
- Consulting the internal 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.
- Approving the financial accounts for publication.

Safeguarding of Assets

- Ensuring that professional advisers assess the PCC's exposure to risk and draw up suitable risk management and insurance programmes.
- Overseeing the placing of insurance by the Constabulary.
- Making available to the Chief Constable and his or her staff advice on risk control measures based on good practice.

- Auditing the arrangements for maintaining inventories of valuable/ portable items.
- Advising on and championing sustainability issues in the work of the PCC.
- Advising on capital programmes and supporting the work of the sub-committee on capital asset management

Precepting

- 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 risk of "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 on tax yields including the position on the Collection Fund.
- Agreeing schedule of payment dates with the billing authorities.
- Issuing the precept on each billing authority in accordance with the relevant regulations.
- Making arrangements for the payment of the precept by direct debit and monitoring its receipt.

Budgetary Matters

- Prepare jointly with the Chief Constable an annual and medium financial plan and budget for the approval of the PCC.
- Manage the OPCC and Commissioning Budget.

National Contribution

- Attending and contributing to meetings of the Association of Police and Crime Commissioners and CFO's representative body.

Deputy Chief Executive

As Deputy Chief Executive, the post-holder will deputise for the Chief Executive in their absence. In addition, as part of the OPCC's senior management the post-holder will support the Chief Executive and contribute directly to the leadership of the OPCC and to the definition and delivery of the PCC's manifesto, vision, strategies and plans and the office support function including internal policies and procedures.

In addition, the post-holder will:-

- Manage the business services area including the Office Manager and Resources/Administration officers;
- Manage internal governance activities within the PCC including on-going review to ensure fit for purpose;
- Be responsible for risk management within the OPCC including continuing to enable risk management within the business plans and work of the committees;

- Manage data quality, information and knowledge management and IT support within the OPCC;
- Advise the PCC on major projects (including Southwest One and the Accommodation Strategy) and the implications for its work.
- To work with the PCC to develop the police reform agenda, including collaboration.
- Oversight of resources management (including overseeing HR issues within the Constabulary).

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.