**JOB DESCRIPTION**

**Job title: Management Accountant**

**Grade:** 9

**Directly responsible to:** Chief Finance Officer

**Directly responsible for:** Accountancy Assistant

**Location:** West Midlands Police and Crime Commissioner, Lloyd House, Birmingham

**Job Purpose:**

To support the Director of the West Midlands Violence Reduction Unit (VRU) and the Chief Finance Officer of the West Midlands Police and Crime Commissioner (WMPCC) in ensuring the financial management activities of the VRU are sound.

To play a leading role in providing financial support and advice to the VRU including providing financial insight into the activities of the VRU, maintaining effective controls and oversight of money distributed to partners and assisting in the applying for grant funding to deliver projects.

This role is politically restricted.

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| **Main duties and responsibilities:** |
| 1. Development and maintenance of VRU financial plans to deliver activities across the unit. 2. Management of the production of monitoring reports & outturn forecasts for all areas of the VRU, including activities funded through the main VRU grant and areas supported by additional grant awards. 3. Challenging and scrutinising forecasts / spending and to advise on appropriate courses of action in the light of variances from budget. 4. To provide financial support to the VRU ensuring compliance against agreed governance structure and ensure all change proposals are fully challenged and achievable. 5. Ensure all financial procedures continue to operate effectively across the organisation and implement improvements where appropriate. 6. For all VRU commissioned services ensure partner returns for funding are completed on time and to the necessary quality. 7. Manage the payments to VRU partners ensuring they are in line with agreed profiles. 8. Assist in submitting external bids for funding that are in line with the priorities of the VRU. 9. Planning, preparation and accurate submission of all (statutory and otherwise) financial & statistical returns including grant claims, ensuring grants are spent in line with terms and conditions. 10. Participate in the development of finance systems to promote efficient and effective best practice in financial management arrangements for planning, monitoring and reporting 11. To represent the VRU as required to maintain relationships with Government Departments, other forces or agencies. 12. Be a member of the VRU’s senior management team. 13. Ensure that income and expenditure is monitored closely against approved budget heads and significant variances are addressed. 14. To provide comprehensive and at times critical financial advice to senior managers and political leaders. 15. To represent the VRU at external meetings providing robust financial advice and influencing strategic direction. 16. Develop and sustain effective working relationships at a local, regional and national level and work collaboratively with key partners to contribute to the delivery of the public sector reform agenda including the West Midlands Combined Authority and the West Midlands Mayor. 17. To develop and enhance financial management procedures and influence the development of financial systems used by the VRU. 18. To maintain professional awareness and attend seminars, courses or training sessions as may be required from time to time. 19. Undertake all duties in in accordance with statutory and regulatory frameworks and professional standards. 20. To undertake such additional duties as are reasonably commensurate with the level of the post. 21. Take personal responsibility for professional development and maximise own resources in a way with reflects the values of the VRU and the West Midlands Police and Crime Commissioner. 22. Work closely with the Accountant in the Office of the Police and Crime Commissioner to ensure a joined up approach to senior managers and consolidation of financial activity. 23. Work closely with the other colleagues to improve operational practices and effectiveness 24. Support the delivery of ad hoc projects that contribute to achieving the priorities of the VRU. 25. Support the development of programmes and projects and initiatives and ensure the delivery of required outputs and outcomes. 26. To provide external financial reports and internal business information reports for the Violence Reduction Unit, including reporting to governance boards. 27. To provide a service that ensures that obligations for financial and related business information management are met and to ensure reporting to the Home Office and others on expenditure against overall budget. 28. To provide an advisory and consultative function, and to ensure an effective technical and business information service to the project and to key external stakeholders. 29. To measure and report on Project benefits. 30. Undertake detailed option and financial analysis and cost proposals, formulate recommendations to enable decisions to be made in line with agreed strategies and plans. 31. Produce regular business information reports to facilitate financial and resource management decision making, including the production of monthly/quarterly management accounts. 32. Highlight risks and opportunities as part of that reporting. 33. Attend project team meetings (and external stakeholder groups such as the Home Office) to present financial performance information and forecasting. 34. Ensure reporting to Home Office on use of grants and achievement of benefits. Negotiate where needed carry forwards or bring forwards of funds. Assist the VRU Director in any bids for continuation funding. 35. Undertake information analysis to ensure value for money and to identify and develop opportunities for further cost reductions, efficiency savings, and process improvements. Perform reviews of the income and expenditure processes and make recommendations to adjust Project activity, ensuring adherence to national and WMPCC policy and to maximise value from income levels. |

**Person Specification**

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| **FACTORS** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Qualifications | * Qualified CCAB accountant or CIMA | * Degree Educated or equivalent | Application form |
| Experience | Experience of:   * Financial management in a complex organisation * Producing high quality management accounting information * Working with senior managers to delivery financial strategy * Demonstrable experience of effectively undertaking a wide range of financial accounting duties in a large organisation including budget preparation and monitoring. * Experience of undertaking year-end financial accounts procedures in a timely and efficient manner. * Experience of developing effective financial management arrangements and evidence of implementing continuous improvement to process and procedures. * Experience of generating innovative value for money options, and/or delivering medium-term cost-effective business solutions. * Experience of planning and monitoring revenue budget and of medium term financial and service planning. * Understanding and awareness of the sensitive nature of working in a political environment with a high degree of political sensitivity and awareness. * Sound working knowledge of financial governance principles and systems such as Oracle financials * Experience of writing accurate and concise reports on complex financial facts that clearly identify the potential impact(s) or consequence(s) on the business * Excellent interpersonal skills and the proven ability to establish positive relationships with staff at all levels, and external organisations, groups and individuals, which generate confidence, respect and trust. * Ability to present financial data and/or information in a format easily understood by managers and members of a non-finance background * Ability to quickly identify existing or potential business problems with significant financial consequences and either take or present medium to long term solutions. * Self-motivated with ability to prioritise and manage your workload over extended periods, producing accurate work within deadlines. * Ability to use 'office application software' to maximise efficiency and effectiveness. * Proven experience and knowledge of operating successfully at a senior level within the public sector, with a clear grasp of the challenges and opportunities of working within a publicly accountable organisation. | Experience of:   * working in a political environment * analysing, interpreting, presenting and utilising financial information * Working is areas that are funded through specific grants * Experience of working in financial management within the public sector * Applying for external funding | Application form  Interview |
| Knowledge and skills | * Knowledge of current financial issues facing the public sector and policing in particular * Financial processes in public sector organisations * Ability to develop and implement financial systems and processes * Support the development, review and implementation of strategies and policies * Knowledge of performance management frameworks, processes and procedures * Knowledge of business planning approaches * Ability to prioritise and manage workloads and competing priorities and meet deadlines * Excellent communication and presentation skills * Understanding of data quality and information governance issues * High levels of analytical and research skills * Analysis and interpretation of complex data sets * Proven negotiating, influencing, networking and partnership building skills * Ability to utilise a full range of standard office IT software/packages * Motivating and inspiring others to achieve | * Knowledge of relevant legislation * Understand structures in place to tackle violence reduction * Understand the Government’s public sector reform programme and police reform in particular * Knowledge of project and programme management methodologies | Application form  Interview  Test |
| Personal Qualities | * Proactive ‘self-starter’ * Ability to seek out innovation and creative solutions * Ability to work on own initiative * Ability to work as part of a team to achieve objectives * Ability to network and work in partnership with other organisations * Political ` and astuteness * Promote diversity and racial equality * Commitment to continuous professional development |  | Interview |