**JOB DESCRIPTION**

**Job title: Chief Finance Officer**

**Grade:** Grade 14

**Directly responsible to:** Chief Executive

**Directly responsible for:** All staff inFinance and Audit team

**Location:** West Midlands Office of the Police and Crime Commissioner

**Job Purpose:**

To be a member of the PCC Senior Management Team and to contribute directly to the leadership of the OPCC and to the definition and delivery of the PCC’s Vision, strategies and plans.

To undertake the statutory role of the Section 151 Statutory Chief Finance Officer in line with CIPFA’s statement on the role of Chief Finance Officers on behalf of the West Midlands Police and Crime Commissioner, ensuring arrangements are in place for proper financial administration and good governance, and compliance with the Home Office Financial Management Code of Practice.

This role is politically restricted.

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| **Main duties and responsibilities:** |
| 1. Be the principal adviser to the PCC on the preparation of financial strategies to achieve the Commissioner’s objectives, including support for the commissioning framework and advising on the financial implications of policies and decisions 2. Develop the medium-term financial strategy, and associated reserves and treasury management strategies, to enable the delivery of the Police and Crime Plan. 3. Act as the PCC’s professional lead officer on budgetary matters including the robustness of the budget and adequacy of financial reserves. 4. Manage the budgetary process including consultation of budget proposals through the Police and Crime Panel. 5. Arrange for the determination and issuing of the relevant precept demands. 6. Ensure that regularity, propriety and value for money is achieved in the PCC’s financial affairs. 7. Ensure that the financial affairs of the PCC are properly administered and that financial regulations are observed and kept up to date. 8. Lead the audit and finance team and ensure that it is effective in providing advice and support to the PCC and staff within the Office of the PCC. 9. Ensure that there are effective treasury management arrangements which comply with all regulatory requirements. This includes managing significant investment sums and providing advice around borrowing. 10. Ensure the production of the PCC’s statements of accounts and the overall group accounts are in accordance with statutory requirements and deadlines. This includes approving the accounts for publication. 11. Liaise with the external auditor and, together with the Chief Constable’s Chief Finance Officer, ensure the provision of efficient and effective arrangements for internal audit. 12. Advise the PCC, on the safeguarding of assets, including risk management and insurance. 13. Report to the PCC, to the Police & Crime Panel, to the Joint Independent Audit Committee and to the external auditor when it appears that expenditure by the Police & Crime Commissioner is likely to exceed the resources available to meet that expenditure. 14. Work with teams across the OPCC in developing planning processes, performance, assurance and risk management frameworks which effectively hold those receiving Police & Crime Commissioner funding to account for delivery. 15. Support the Deputy Chief Executive in developing and implementing a Commissioning Strategy that supports the objectives of the Police and Crime Plan. 16. Advise the PCC, Chief Executive and OPCC staff on all aspects of finance including council tax, budgets, efficiency plan and medium-term financial planning (MTFP). 17. Support the DCEX in developing, implementing and monitoring a robust procurement and commissioning framework for the OPCC. 18. Ensure the provision of an effective internal audit service and assist in providing safe and efficient financial arrangements. 19. Responsible for the operation of a Joint Audit Committee with West Midlands Police. 20. Advise the Commissioner in relation to the delivery of the estate’s strategy. This includes investment, financing of expenditure and disposals. 21. Assist the Commissioner in securing additional funding for the policing the West Midlands. 22. Responding to consultations in relation to police funding (national funding formula and precept). 23. Supporting oversight of West Midlands Police change programme. 24. Working with external auditors in their work, to ensure unqualified audits. 25. Actively promote, develop and sustain effective working relationships at a local, regional and national level. 26. Overall responsibility for the scheme of governance between the PCC and the Chief Constable of the West Midlands. This includes financial regulations and contract standing orders. 27. Annual assessment of the scheme of governance through the development and production of the Commissioner’s Annual Governance Statement. 28. The development of the Commissioner’s risk management strategy and proactively managing the risk register of the OPCC. 29. Construction and maintenance of the PCC’s reserves strategy. 30. Advise the PCC and others on the financial standing and resilience of the organisation. This includes the adequacy and level of reserves. 31. Production and monitoring of the PCC’s Anti-Fraud, Bribery and Corruption Policy. 32. Lead link officer for Strategic Police and Crime Board Members on financial matters and WMP staffing and HR matters. 33. Overseeing the placing of insurance by West Midlands Police. 34. Liaise with, support and challenge, the Force Director of Commercial Services. 35. Advising on capital programmes and supporting the work of the Force in relation to capital asset management. 36. Represent the Commissioner on WMP procurement boards. |
| **Other responsibilities** |
| * Deputise in the absence of the Chief Executive and Deputy Chief Executive providing cover for policy, planning and performance, media and communications, partnership and engagement and office services as required. * Support in holding the Chief Constable to account for the delivery of an efficient and effective police service through the maintenance of an appropriate governance and scrutiny frameworks. * Take personal responsibility for professional development and maximise own resources in a way with reflects the values of the OPCC. * Ensure all OPCC policies, procedures and practices are developed, maintained and reviewed. * Ensure compliance with the framework for knowledge management to support effective decision making. * Support procedures that ensure compliance with all OPCC policies, procedures and practices. * Undertake additional duties as are reasonably commensurate with the level of the post.   **Special conditions**   * This post is politically restricted. * The role will require some out of hours working. * Security clearance. |

**Person Specification**

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| **Factors** | **Essential** | **Desirable** | **How measured** |
| Qualifications / Membership of Professional Bodies | * Degree or equivalent. * Qualified member of a CCAB accountancy body, preferably CIPFA. |  | Application form |
| Experience | Significant experience of (at least 5 years):   * Managing large multi-million-pound budgets in a public sector organisation. * Extensive experience of operating at a strategic level within a political and high-profile environment. * Financial planning including budget setting and medium-term strategies. * Leading change, transformation and modernisation programmes. * Managing a commissioning, finance and audit team within a multi - disciplinary and complex environment. * Developing treasury management strategies and processes. * Working with senior managers to develop a performance management culture and deliver business plan targets and outcomes. * Leading, developing and building effective networks, partnerships, and excellent working relationships at strategic level across a range of organisations, stakeholders and partners supporting commissioning activities. * Designing and monitoring corporate governance arrangements. * An understanding of estates in the public sector environment. * Public sector procurement, including providing advice to senior leaders. | Strategic management of estates, including implementing estates strategies.  Working in police governance | Application form |
| Knowledge & Skills | Detailed knowledge and understanding of the:   * role of a Section 151 Officer and the relevant statutory duties. * legislation relevant to police and public sector governance * financial environment within which policing operates. * role of commissioning in securing effective value for money services * importance of scrutiny, audit, governance and risk management arrangements * Ability to construct coherent arguments and articulate ideas clearly to a range of audiences using a variety of techniques. * Proven negotiating, influencing and persuading skills. * Highly developed strategic thinking and analytical skills. | Detailed understanding the issues and challenges associated with governance in policing and wider contexts | Application form / Interview |
| Personal Qualities | * Track record of creativity, innovation, achievement and delivery leading to real world change and improvement. * Commitment to the Nolan Principles and the highest standards of probity. * Effective manager and inspirational leader. * Proactive ‘self-starter’. * Ability to work on own initiative and lead a team to achieve objectives. * High degree of political sensitivity. * Promote diversity and equality. * Commitment to continuous professional development. |  | Application form / Interview |