

Job Description



Chief Finance Officer

Version - 1.0 Date - 23 July 2021

Post Number:	PC002
Grade /Scale:	Senior Manager – Salary £61,875 to £70,761
Weekly Hours:	37 hours per week
Department:	Office of the PCC
Status:	Established
Responsible To:	Chief Executive Officer
Responsible for:	Resources Manager
Location Work base:	Police Force Headquarters
Job Role /Purpose:	<p>To exercise the statutorily defined responsibilities for all financial affairs and have accountability for the financial probity for the Office of the Leicestershire Police and Crime Commissioner (OPCC).</p> <p>To exercise the statutory arrangements for proper financial administration and governance as set out within the statutory responsibilities under Section 151 of the Local Government Act, the Local Government Finance Act 1988, the Local Government Act 2003 and other relevant legislation.</p> <p>To deliver the Police and Crime Commissioner's key corporate and partnership priorities. To be the principal policy adviser to the PCC on matters relevant to portfolio.</p> <p>To ensure effective use of resources through the Corporate management Team and wider workforce. Ensure the Office of the Police and Crime Commissioner have appropriate and effective decision-making processes in line with the principles of good governance.</p> <p>Ensure effective risk and performance management to provide assurance that the OPCC is meeting its aims and complies with financial and legislative requirements in line with core values.</p> <p>To be supportive of the Police and Crime Plan. To act as an advocate for the PCC at a local, regional and national level.</p> <p>Residency vetting requirements: 5 years continuous UK residency.</p>
Contacts:	<p>Internal: PCC, advisors to the PCC, Finance Director to the PCC, OPCC senior management and staff, senior staff members and officers of the Leicestershire Police</p> <p>External: Members of the Police and Crime panel, senior officers of Leicester City Council, Leicestershire County Council, and Rutland County Council. Senior politicians and officers of District and Borough Councils within the force area. Members of Parliament, Senior officers of other Police Forces, Senior officers of PCCs regionally and locally, APCC, NPCC, College of Policing, Home Office, CPS, Ministry of Justice, HMIC, IPCC, Local Government Association, Health bodies, Probation Service, Voluntary Sector, News media, members of the public. Stakeholders/partners/service providers.</p>

Equality and Diversity Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

1. To hold a Management qualification or degree and significant experience in organisational leadership.
2. To evidence previous experience working as a Chief Officer and Section 151 Officer in large and complex organisations.
3. Qualified CCAB (Consultative Committee of Accountancy Bodies) and Membership of one or more professional bodies as set out in s.113 of the Local Government Finance Act 1988.

Work Experience:

4. Substantial knowledge and experience of leading financial planning, budget preparation and control, financial risk assessment, management and resolution, statutory accounting, and financial systems and control across more than one large and complex organisation
5. Proven experience of providing strategic financial and policy advice and challenge to senior and political leaders.
6. Experience and success in:
 - a. Promoting, leading, and influencing high performing, professional teams
 - b. Effective partnership working and collaboration; developing and maintaining positive and productive relationships with a range of internal and external stakeholders and strategic partners.
 - c. Driving cultural change and organisational vision and values.
 - d. Operating in a political environment, providing professional advice and guidance to and building effective working relationships with senior managers, government officials and elected members.
 - e. Developing strategic policies and plans.

Personal / Interpersonal Skills, Aptitudes:

7. Effective interpersonal, communication and presentation skills, (oral and written) with ability to engage a range of audiences, build and maintain successful, positive relationships/networks and positively represent the PCC.
8. Sound judgement in devising and evaluating options and dealing with complex issues, commercially / financially astute and client focussed. Ability to see the big picture, interpret it and develop relevant strategies, plans and deliverables.
9. Flexible and able to meet competing demands and challenging circumstances, ability to work under pressure and work at pace to achieve priorities.
10. Personality and credibility that engages and commands the confidence of all stakeholders, building rapport and gaining trust.

Special Skills:

11. Excellent current working knowledge and understanding of police and local government law, practice and statutory requirements with a thorough understanding of the current issues and future challenges facing the sector and their impact across a range of policing services.
12. Proven / demonstrable leadership skills; specifically the ability to “take people” with you, engage and motivate and promote organisational vision and values. Collaborative and strategic leader – able to motivate and work across boundaries and achieve performance/results through others.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities

Chief Finance Officer Responsibilities

- To lead strategically across the development and delivery of policy and practice, creating and implementing the content of the Commissioner’s programme.
- To provide strategic direction and financial advice and challenge to the Commissioner in fulfilling his functions and providing professional leadership, responsibility and management of the overall budget, strategy and operational framework for the Police and Crime Commissioner.
- Discharge fully responsibilities delegated by the Police and Crime Commissioner in discharging his responsibilities in accordance with the provisions of the Police Reform and Social Responsibility Act 2011.
- To represent the PCC across executive, senior stakeholder and governmental relationships. To secure effective and highly productive relationships with key partner agencies, including local government and wider public services.
- Influence a range of policy makers, public bodies, partners and suppliers to ensure the Police and Crime Commissioner is well positioned to meet existing objectives and new challenges.
- To be the key adviser to the Police and Crime Commissioner, on key areas of policy and practice and lead on the development and delivery of strategy and plans within scope of portfolio.
- To communicate at an executive level with senior stakeholders within and beyond the County, forging high-level relationships, fostering strategic partnerships, influencing key investment and policy decisions and enhancing the reputation and influence of the Office of the Police and Crime Commissioner. Ensure that the Office of the Police and Crime Commissioner significantly contribute to national considerations concerning policing and public safety;
- Lead on the design, development and delivery of strategies relevant to portfolio, working collaboratively with key partners across the police force and other organisations;
- Provide strategic advice to the Police and Crime Commissioner in fields relevant to portfolio, ensuring latest developments in national and international policy and practice inform local thinking.
- Engage with partners across policing, justice and third sector organisations to develop innovative approaches to service delivery and to seek funding to support new initiatives.
- To deputise for the other Directors and to formally represent the Police and Crime Commissioner, as required.

Statutory Responsibilities:

- Discharge fully the responsibilities of the Section 151 Officer for the Office of the Police and Crime Commissioner (OPCC) Policing Group, (including any companies, charities or joint ventures within the group) in accordance with the responsibilities under the Local Government Act s.151 and the Police, Reform and Social Responsibility Act 2011.
- Discharge fully the responsibilities of the Section 151 Officer for the Leicestershire Commissioner in accordance with the responsibilities under the Local Government Act s.151 and the Police, Reform and Social Responsibility Act 2011
- Discharge fully the Duty of Best Value responsibilities as set out in Section 3 of the Local Government Act 1999 (as amended by s137 of the Local Government & Public Involvement in Health Act 2007).
- For Policing: discharge the financial strategies, budget negotiations and all statutory and public financial engagement, ensuring financial legislation is complied with.
- In conjunction with the CEO to ensure compliance with the requirements of all statutory, legislative and financial frameworks. Demonstrable evidence of policy judgement, political awareness and astuteness.
- Ensure propriety in the conduct of the Commissioner's business, including making proper arrangements and governance for contracts and tendering procedures.
- Discharge professional leadership of Police finance functions to ensure they have the capacity to deliver current and future priorities in accordance with relevant government legislation, professional standards and leading-edge practices.
- Ensure appropriate financial standards and processes are in place and ensure the PCC interests are represented in regard to the Leicestershire Pension Fund and the Police Pension Fund.
- As the statutory officer charged with governance, lead the Policing and public sector companies' engagement with external and internal auditors and discharge those responsibilities at the Joint Independent Audit Committee (JIAC).

This post has been identified as being politically restricted under the Local Government and Housing Act 1989 as amended by the Local Democracy, Economic, Development and Construction Act 2009.

General

- Actively promote equality of opportunity, proactively work towards eliminating discrimination and promote good relations between all groups of people.
- Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.
- This role description should develop along with the changing demands of policing reflected in the PCC's objectives and priorities.
- Be flexible in terms of working location and be prepared to, when required, work and travel nationally to fulfil the duties of the role.

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Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : [Competency and Values framework](#)

- We analyse critically
- We are innovative and open-minded
- We are emotionally aware
- We take ownership
- We are collaborative
- We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

- Integrity
- Impartiality
- Transparency
- Public Service

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

Management Vetting (MV)

Security Check (SC)

Car User: Yes - Essential Allowance

Additional Information: Must hold a full driving licence and be prepared to use own car for business purposes. *

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