

JOB DESCRIPTION

Post:	Chief Finance Officer
Grade:	Under review (Salary in range £70k-£90k)
District/Department:	Office of the Police & Crime Commissioner
Location:	Wymondham
Reporting to:	Police & Crime Commissioner

JOB SUMMARY/PURPOSE

This is a statutory role and the statutory responsibilities of the CFO of the PCC are set out in the following legislation:

- Paragraph 6 of Schedule 1 to the Police Reform and Social Responsibility Act 2011
- Sections 113 and 114 of the Local Government Finance Act 1988.

The CFO will oversee the management of the financial governance and assurance arrangements to support the statutory oversight and scrutiny function of the OPCC.

This role is the Section 151 Officer for the Police and Crime Commissioner for Norfolk.

FIVE KEY PRINCIPLES WHICH UNDERPIN THE ROLE OF THE CFO

The role of Chief Financial Officers in policing is set out in a CIPFA Statement. The role is based on 5 core principles:-

- The CFO will be a member of the PCC Leadership Team, helping it to develop and implement strategy and to resource and deliver the PCC's strategic objectives sustainably in the public interest.
- The CFO will be actively involved in, and able to influence, all material business decisions (subject to the operational responsibilities of the Chief Constable) to ensure immediate and longer term implications, opportunities and risks are fully considered, and align with the overall financial strategy.
- The CFO must lead and encourage the promotion and delivery of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.
- The CFO must lead and direct a finance function that is resourced to be fit for purpose.
- The CFO must be professionally qualified and suitably experienced.

MAIN DUTIES AND RESPONSIBILITIES

1. Act as the professional lead officer to the PCC on all financial matters; financial propriety; and the financial aspects of corporate governance. Ensure the financial affairs of the PCC are properly administered and that financial regulations are observed and updated.
2. Work with the PCC and the Constabulary to develop an ambitious medium term financial strategy and ensure that the requisite funding is available from the Government, precept, other contributions and recharges, to discharge the CFO's statutory responsibility for the police fund.
3. Act as the PCC's professional lead officer on budgetary matters, including the robustness of the budget and adequacy of financial reserves, representing the Commissioner's financial interests on all relevant projects and groups.
4. Lead on the development of the Treasury Management, Capital and Reserves Strategies.
5. Arrange for the determination, issue and transfer of the precept.
6. Ensure that accurate, complete and timely financial management information is provided to the PCC.
7. Advising, in consultation with the Chief Executive, on the safeguarding of assets, including risk management and insurance.
8. Ensuring production of the statements of accounts of the PCC; receipt and scrutiny of the statements of accounts of the Chief Constable and ensuring production of the group accounts.
9. Working with the CC CFO ensure the provision of efficient and effective audit services and liaise with both internal and external auditors in reporting to the Audit Committee.
10. Lead on the production of the Annual Governance Statement and ensure compliance with the Accounts and Audit Regulations [2015] by convening the Corporate Governance Working Group.
11. Secure effective treasury management, including loans and investments and report annual policy and performance to the Audit Committee.
12. Reporting to the PCC and to the external auditor (informing the Audit Committee, the Head of Internal Audit and the Police and Crime Panel) any unlawful, or potentially unlawful, expenditure by the PCC or officers of the PCC or when it appears that expenditure is likely to exceed the resources available to meet that expenditure
13. Promote, develop and sustain effective working relationships at a local, regional (7Force) and national level, particularly the Association of Police and Crime Commissioners, PCC Chief Executives, the Chief Constable and senior officers of the Constabulary, Her Majesty's Treasury, the Home Office, HMICFRS, the National Audit Office and the Police and Crime Commissioners Treasurers' Society (PaCCTs);

14. Work with the CC CFO in a mutually supportive way to facilitate the execution of the duties of both CFOs.

KEY WORKING RELATIONSHIPS

- The Police and Crime Commissioner and Chief Executive
- The Police and Crime Panel
- The Audit Committee Chair
- Audit Committee
- Suffolk PCC Chief Finance Officer
- Norfolk Constabulary ACO/CFO (CC CFO)
- Suffolk Constabulary ACO/CFO
- Norfolk Constabulary Chief Constable and Chief Officers
- National and Regional Treasurer/Chief Finance Officer networks
- Local authority and partnership finance leads

SPECIAL CONDITIONS/POINTS TO NOTE

1. The post of Chief Financial Officer is politically restricted.
2. The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibility.
3. Whilst the role is normally based at Wymondham, you may be required to work at other establishments within the Norfolk OPCC as may be reasonably required. Police Staff Conditions of Service will apply in such instances.
4. Appointment to this post is subject to a confirmation hearing by the Police and Crime Panel.
5. The post holder must be able to travel around the county.
6. This post is subject to an enhanced level of vetting.
7. It is the responsibility of all staff to promote equality, diversity and Human Rights in working practices including developing and maintaining positive working relationships, ensuring that colleagues are treated fairly, contributing to developing equality of opportunity in working practices and challenging inappropriate conduct. Staff should treat everyone with fairness and impartiality, whilst recognising differences in needs, perspectives, backgrounds and cultures.

8. Notwithstanding the details in this job description, the job holder may be required to undertake other duties up to a level consistent with the principal responsibilities of the job.