

Job Description

Post:	Chief Finance Officer	
Grade:	Hay	Job Evaluation Ref: N/A
District/Department:	Office of the Police & Crime Commissioner	
Location:	OPCCN, Wymondham	
Reporting to:	Police and Crime Commissioner	

Activities and Responsibilities of the Post

1. Principal purpose of the role

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 five core principles:-

1. 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.
2. 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.
3. 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.
4. The CFO must lead and direct a finance function that is resourced to be fit for purpose.

5. The CFO must be professionally qualified and suitably experienced.

2. Main activities of the role (*This list is not exhaustive*)

- 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.
- 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.
- 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.
- Lead on the development of the Treasury Management, Capital and Reserves Strategies.
- Arrange for the determination, issue and transfer of the precept.
- Ensure that accurate, complete and timely financial management information is provided to the PCC.
- Lead officer for strategic risk management to assist the PCC in achieving his vision and strategic objectives. It will help to ensure that an efficient and effective policing service is delivered in the county.
- 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.
- Working with the Chief Constable's Chief Finance Officer, ensure the provision of efficient and effective audit services and liaise with both internal and external auditors in the management and coordination of the Audit Committee..
- 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.
- Secure effective treasury management, including loans and investments and report annual policy and performance to the Audit Committee.
- 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
- 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);
- Lead officer for procurement representing the PCC in the 7 Force area to

enable the delivery of effective and efficient police services and provide support for victims in the eastern region by procuring and managing high quality, value for money contracts

- Work with the Chief Constable's Chief Finance Officer in a mutually supportive way to facilitate the execution of the duties of both CFOs.

3. Special conditions/Points to note

- 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 responsibilities.
- Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments within the Norfolk OPCC as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- This post is politically restricted.
 - In summary, the restrictions imposed on the post holder include:
 - Becoming (whether by election or otherwise) or remaining a member of a Local Authority, of the National Assembly of Wales, of the European Parliament or of the House of Commons, or Police and Crime Commissioner;
 - Announcing or allowing others to announce, one's candidature for one of the aforementioned offices;
 - Holding office in a political party;
 - Canvassing at elections; and
 - Speaking or writing publicly on matters of party-political controversy.

Person Specification

Post Title:	Chief Finance Officer	Responsible To:	Police and Crime Commissioner
Grade:	Hay	Salary Range:	-
Location:	Office of the Police and Crime Commissioner for Norfolk (OPCCN), Wymondham		

Table 1 Person Specification

Specification Headings	Specification for this Job	Essential / Desirable
Experience:	Substantial experience of operating at a strategic level, preferably within a political or high profile environment.	E
	Evidence of continual professional and personal development with awareness of latest developments, thinking and best practice in change management and leadership.	E
	Substantial experience of managing large budgets, including the management of financial planning, budget setting and medium term strategies.	E
	Experience of estates and asset management, procurement and commissioning	E

Specification Headings	Specification for this Job	Essential / Desirable
Qualifications:	Given section 151 responsibility the post holder must be a qualified accountant with a CCAB professional body, preferably CIPFA.	E
Skills, Knowledge and Personal Qualities:	Knowledge of the financial environment within which policing operates	E
	Ability to network and build effective partnerships both internally and externally	E
	Knowledge and understanding of the importance of scrutiny, audit, governance and risk management arrangements.	E
	Able to demonstrate strong commitment to innovation and performance management.	E
Other Factors (if any):		