

PERSON SPECIFICATION

Area:	Office of the Police & Crime Commissioner	Job Title:	Finance Director (Chief Finance officer and S151 Officer)	Weekly Hours:	37 hours per week minimum
Section:	PCC	Scale:	Chief Officer Grade - £70,000 p.a.	Version:	4
Post No:	PC002	Status:	Permanent	Version Date:	09/10/2017

Please describe, with example(s) in section 7 of your application form how you feel you meet each of the numbered essential criteria, and where possible the desirable criteria, below.

Criteria <i>Justifiable as necessary for safe and effective performance of the job.</i>	Essential <i>A clear definition of the necessary criteria.</i>	Desirable <i>Where available, elements that contribute to improved / immediate performance in the job.</i>
Education:	1. CCAB qualified, with significant post qualification experience and evidence of continuous professional development.	13. Educated to degree level. 14. Relevant post graduate management qualification.

<p>Work Experience:</p>	<p>2. Proven experience of operating at assistant director level or above in either the private or public sector.</p> <p>3. Demonstrate a track record of creating strategic plans, both finance and non-finance, and successfully managing delivery against them.</p> <p>4. Demonstrate a track record of managing a commissioning regime that had a proven impact on the success of an organisation.</p> <p>5. Demonstrate experience and knowledge of operating within the public sector, with a clear grasp of the challenges and opportunities of working within a publicly accountable organisation.</p> <p>6. Demonstrate a significant track record of successfully achieving outcomes against a resource-constrained background.</p>	<p>15. Demonstrate expertise in the process of setting a public authority's budget.</p> <p>16. Proven experience of operating as a Section 151 officer (or similar) or deputy</p> <p>17. Demonstrate a track record of successfully developing and implementing a performance regime</p> <p>18. Demonstrate knowledge of the role and functions of police and crime commissioners and the police service.</p> <p>19. Demonstrate successful operation in a commissioning environment.</p> <p>20. Experience of the management outsourced suppliers</p> <p>21. Demonstrate experience of successfully working in partnership with senior stakeholders at local, regional and national level.</p>
<p>Personal / Interpersonal Skills, Aptitudes:</p>	<p>7. Demonstrate strong oral and written communication skills.</p> <p>8. Demonstrate the building of effective partnership relationships with a range of stakeholders, including operating within a political environment to achieve mutually agreed outcomes.</p> <p>9. Demonstrate a disciplined approach to organising self and other resources in a changing and challenging environment.</p> <p>10. Demonstrate a track record of working flexibly in order to achieve outcomes, as part of a large and/or small team.</p>	<p>22. Demonstrate experience of successfully working through influence, rather than through direction and control, in order to achieve outcomes.</p> <p>23. Demonstrate effective presentation skills, particularly being able to relay complex information to a variety of audiences, both expert and non-expert.</p>
<p>Other Skills:</p>	<p>11. Proven ability to analyse complex data and relay it (orally and in writing) to a variety of audiences, both expert and non-expert.</p> <p>12. Proven research skills that have assisted in the development of an organisation</p>	

ROLE DESCRIPTION

Job title:	Finance Director (Chief Finance Officer and S151 Officer)
Post no:	PC002
Scale:	Chief Officer Grade
Responsible to:	Chief Executive
Responsible for:	Resources Manager (Deputy Section 151 Officer); Assurance and Compliance Officer, Commissioning Manager,. Commissioning Officer
Contacts:	Police and Crime Commissioner, Deputy Police and Crime Commissioner, Chief Constable and their Chief Officer Team, Home Office, HM Treasury, Department for Communities and Local Government, HMIC, Audit Commission, Internal and External Auditors, Police and Crime Panel, Joint Audit Risk and Assurance Panel members, senior staff and officers in Leicestershire Police, other forces, and in the counties, City and district councils of the Leicestershire Police area.
Role:	<p>To support the Police and Crime Commissioner (PCC) with strategic advice (finance, commissioning and other) in order to enable the delivery of his/her objectives, particularly as set out in the Police and Crime Plan.</p> <p>To fulfil the statutory obligations and duties set out in Sections 112 to 114 of the Local Government Finance Act 1988 and paragraph 6 of Schedule 1 to the Police Reform and Social Responsibility Act 2011, and as prescribed by the Home Office Financial Management Code of Practice and other relevant legislative provisions and guidance.</p>

<u>Duties</u>	<u>Responsibilities</u>
<u>Operational:</u>	<ol style="list-style-type: none"> 1. Be the statutory Chief Finance Officer to the Police and Crime Commissioner for the proper administration of its financial affairs (Section 151 Local Government Act 1972, and Section 112 to 114 of the Local Government Finance Act 1988, the Localism Act, and paragraph 6 of Schedule 1 to the Police Reform and Social Responsibility Act 2011. 2. Contribute proactively to the strategic leadership of the Office of the Police and Crime Commissioner to enable the delivery of the objectives of the Office as primarily set out in the Police and Crime Plan. 3. Ensure the provision of a sound finance function, which delivers well researched and evidenced advice to the Police and Crime Commissioner, in conjunction with Chief Constable's finance function when appropriate 4. Advise the PCC and Chief Executive on the robustness of the PCC and Force budget and the adequacy of financial reserves as well as reporting when expenditure is likely to exceed resources available. 5. Represent the Police and Crime Commissioner in dealing with the Force and outside agencies in respect of financial and other strategic matters. 6. Assess the implications of future funding projections for the delivery of the objectives of the Police and Crime Commissioner, and put in place arrangements for the creation of a balanced medium term financial strategy 7. Proactively investigate, with the Chief Constable's finance function where appropriate, opportunities to develop and deliver improved productivity and efficiency across the Force, and to identify new funding opportunities from Government and other sources. 8. Support in the development and maintenance of the Police and Crime Plan, including research and engagement as appropriate. 9. Develop and deliver appropriate mechanisms and resources to monitor and challenge the financial performance of Leicestershire Police in order to support the Police and Crime Commissioner in his/her duty of holding the Chief Constable to account for financial performance and the Police and Crime Plan.

<p>Operational:</p>	<ol style="list-style-type: none"> 10. In conjunction with relevant experts, develop commissioning arrangements, processes and monitoring regimes for evaluating and implementing alternative approaches to service delivery that meet the Police and Crime Commissioner's aims and objectives as primarily set out in the Police and Crime Plan. 11. Work with the Police and Crime Commissioner and, where applicable, other local policing bodies, forces and partner organisations, to improve delivery through collaboration. 12. Ensure the development, implementation and monitoring of an effective audit, risk and assurance framework, including the Joint Audit Risk and Assurance Panel, in conjunction with the Office of the Chief Constable where appropriate. 13. Oversee the preparation of statutory and other accounts to meet all applicable accounting standards and codes of practice. 14. Oversee the Treasury Management and banking function undertaken by the Force including the preparation of annual treasury management strategies and policies and the reporting of treasury management performance to the Police and Crime Commissioner. 15. Provide advice in relation to the safeguarding of assets, including insurance and risk management. 16. Arrange for the issue of the precept, completion of associated government returns and the receipt of precept from billing authorities.
<p>General</p>	<ol style="list-style-type: none"> 17. Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people 18. Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job. 19. This role description should develop along with the changing demands of policing reflected in the PCC's objectives and priorities. 20. Be flexible in terms of working location and hours, being prepared to, when required, work and travel locally and nationally to fulfil the duties of this role.

Additional Information:

Contract Type: Permanent

Date of last Job Evaluation Exercise: 18/7/2012

Training Requirements:

PDR Activities and Behaviours:

Car User:

<small>Yes / No</small>	Yes	Allowance <i>{per mile / day etc}</i> :	45p per mile
<small>Yes / No</small>	Yes	Authority to £ Value:	Per Corporate Governance Framework
<small>Yes / No</small>	Yes	Total Number & Level:	4 staff ranging from P043 to S01

Budgetary Management:

People Management:

Post Funding Method:

Owner/source of Funding:

IT Systems Required:

Skills Required:

Health tests required:

Risk Assessment:

Yes / No

Job Evaluation:

Yes / No

Yes

Security Check Level:
(~~strikethrough checks~~ NOT required)

RV, SC, EV1, DV, NPPV1, NPPV2, NPPV3

Additional Information: