

# JOB DESCRIPTION

## SENIOR MANAGER



<b>Role title:</b>	Head of Finance
<b>Grade and salary:</b>	R (£66,384 - £74,694)
<b>Working hours / shift pattern:</b>	37 hours per week
<b>Additional allowances:</b>	
<b>Location:</b>	Joint Headquarters, Ripley, DE5 3RS
<b>Post reports to:</b>	Chief Finance Officer
<b>Suitable for job share or part-time:</b>	No
<b>Other considerations (e.g. Travel)</b>	Occasional travel to regional/ national meetings
<b>Date last reviewed:</b>	15 <sup>th</sup> March 2023

### PURPOSE AND DESCRIPTION OF JOB ROLE:

Deputy Section 151 Officer responsible for leading the Strategic Finance and Financial Services team in a large complex and diverse environment. Developing, reviewing, and implementing the Finance Strategy and Business Plan and leading the provision of a comprehensive range of financial reporting and advice to Chief Officers, senior management and budget managers ensuring that the financial affairs are properly administered, and adherence is observed for all relevant legislation and accounting regulations.

### SPECIFIC ROLES AND RESPONSIBILITIES:

Direct and lead the Strategic Finance, Corporate Finance and Financial Services Team, to ensure the provision of effective financial management and reporting, exchequer, payroll, pensions, accountancy and other financial services functions in accordance with national standards and the requirements of the Chief Finance Officer and Chief Constable.

Managing the Department's objectives through effective working practices and efficient utilisation of resources and continually reviewing the scale and scope of these resources, in order to maximise the added value of the department.

To lead and manage an effective, regular, high performance and customer focused service striving for continuous improvement. Ensuring that all staff are trained, informed, managed and motivated to deliver a high quality and cost-effective service.

Contribute to the effective working of the Senior Leadership Team, leading on ethical financial and business services management, and helping to develop and implement priorities and to resource and deliver the constabulary's purpose, principles and priorities.

Provide strategic and technical support on financial management issues, including but not limited to the production of the constabulary's annual revenue and capital budgets and statement of accounts. Strategic planning through the production of the medium term financial plan and capital programme.

Briefing the Chief Constable and Chief Finance Officer and working with the Office of Police and Crime Commissioner on financial and business services matters and providing advice on corporate financial risk and management, including value for money, risk avoidance and insurance.

To actively promote and contribute to corporate and cross departmental working to develop greater integration of financial and performance information reporting.

Challenge and support decision makers on affordability and value for money but ensuring policy and operational proposals with financial implications have appropriate controls in place.

Effective collaboration and engagement through appropriate local, regional and national groups, ensuring partnership arrangements are underpinned by clear and well documented internal financial controls.

Develop and maintain effective internal controls and audit processes, working alongside internal and external auditors and the Joint Audit, Risk and Assurance Committee (JARAC). Coordinating with the external auditors in their review of the annual accounts and the procedures within the force.

Finance lead for the National Police Chief's Council (NPCC) Sensitive Equities Programme, providing strategic financial advice and analysis through accurate and comprehensive management information that will enable decision making.

Understand and comply with all policies, procedures and relevant legislation.

To undertake any other reasonable duty, including deputising for the Chief Finance Officer on financial and business services matters, attend meetings at local, regional and national level commensurate with the grading and responsibility of the post, across the constabulary in order to meet priorities and business continuity requirements.

## SKILLS AND EXPERIENCE REQUIRED:

### Essential:

- CCAB qualified with significant post qualification management experience.
- Experience of leading and managing in a senior financial position in a multi- functional team across a large complex organisation.
- Ability to maximise resources, manage budgets and drive performance in a disciplined, multiple stakeholder environment.
- Knowledge and understanding of pay, pensions and non-pay taxations regulations.
- Proven success in developing effective working relationships, partnerships with other agencies and communicating and influencing others.
- An understanding of the statutory and regulatory accounting framework.
- Experience of using sophisticated financial systems.

- Experience of prioritising organisational and departmental objectives and deliver results.
- Proven track record of providing a high quality, customer focused financial service through delivering presentations, project management, facilitation, and conflict resolution.

### Desirable:

- CIPFA qualified accountant.
- Ability to implement creative and imaginative approaches and identify new options for service development.
- Experience of leading and managing a department through change.
- Experience of Finance Business Partnering.
- Experience in a senior financial position within a public sector organisation.

## PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

**Acting with Integrity:** Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

**Working with others:** Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

**Problem solving and innovation:** Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

**Planning and organising:** Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

**Communicating and influencing:** Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

**Personal development:** Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

**Delivering results:** Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

**Customer focus:** Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

**Operational and technical awareness:** Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.

