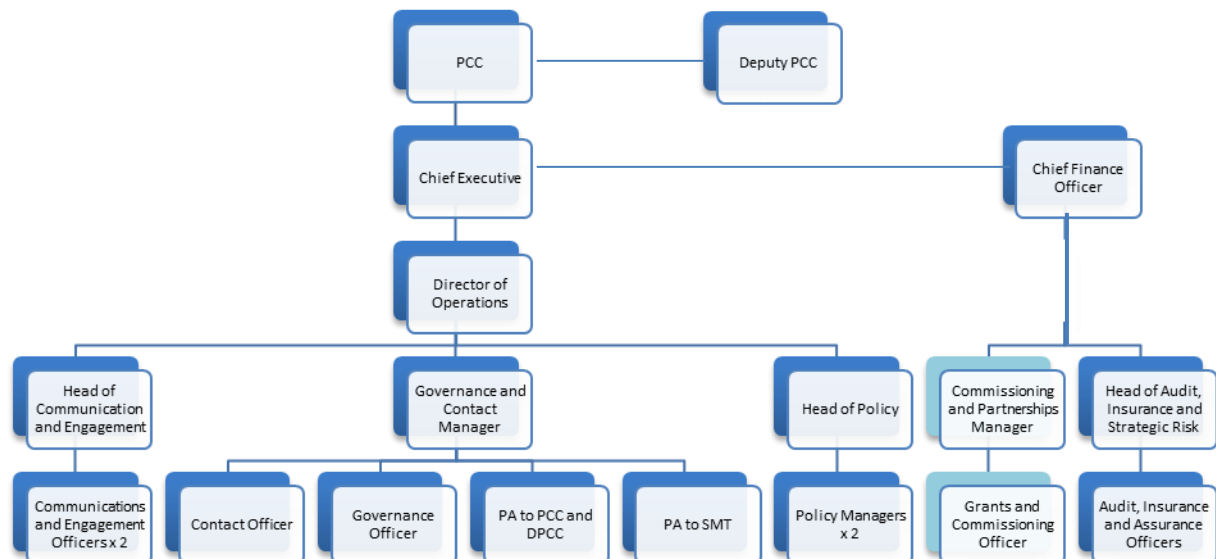


Job Title:	Chief Finance Officer
Post Number:	PO TBC
Division/Department/Section:	Executive, Office of the Police and Crime Commissioner
Line Manager (Name/Title & Post Number)	Simon Bullock, Interim Chief Executive

1. PURPOSE

- The key purpose of the role is to ensure that the financial affairs of the Dorset PCC are properly administered and that adequate financial management arrangements are in place across the OPCC and Force.
- The Chief Finance Officer (CFO) also acts as the Dorset PCC's strategic financial adviser, ensuring all policies and plans are appropriately resourced.
- This is a statutory role and the statutory responsibilities of the CFO of the Dorset PCC are set out in the following legislation:
 - paragraph 6 of Schedule 1 to the Police Reform and Social Responsibility Act 2011
 - section 114 of the Local Government Finance Act 1988.
- This role is the Section 151 Officer for the Police and Crime Commissioner for Dorset.

2. POSITION IN THE ORGANISATION



People who work directly for this post

The Chief Executive and Monitoring Officer is the Head of Paid Staff for the OPCC with responsibility for all OPCC staff roles and volunteers set out in the organisation chart above.

The Chief Finance Officer works alongside the Chief Executive and has statutory responsibility for the financial affairs of OPCC, including oversight of the grants, commissioning, audit, risk, insurance and

assurance functions.

The post holder will have direct line management of the Commissioning and Partnership Manger (pending review), and the Head of Audit, Insurance and Strategic Risk.

3. MAIN RESPONSIBILITIES

**What is the post responsible for?
(INPUT)**

**With what results?
(OUTPUT)**

Strategic and management responsibilities

The Chief Finance Officer is the Dorset PCC's professional adviser on financial matters and will be a key member of the Dorset PCC's Senior Management Team, working closely with the Chief Executive to implement strategy and to resource and deliver the Dorset PCC's strategic objective sustainably and in the public interest.

The provision of sound financial advice to the PCC and Chief Executive.

To be actively involved in, and able to bring influence to bear on, all strategic business decisions, of the Dorset PCC, ensuring that all financial implications, opportunities and risks are fully considered, and align with the Dorset PCC's financial strategy; including leading on development of the Dorset PCC's medium term financial strategy.

The provision of a financial strategy ensuring robust business decisions.

To lead the promotion and delivery by the Dorset PCC of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively; including liaise with the Chief Constable's Director of Finance to advise the Dorset PCC and Chief Constable on value for money in relation to all aspects of Dorset PCC and Chief Constable/Force expenditure.

An efficient and effective OPCC that ensures value for public money.

To ensure publication of Statement of Accounts, Treasury Management Strategy, quarterly monitoring reports and other external reporting requirements of the Dorset PCC are completed as required.

Financial controls and statements are completed as required.

Jointly responsible with Director of Finance for commissioning the Internal Audit arrangements, currently undertaken by the South West Audit Partnership (SWAP) and supporting the Audit Committee.

Internal audit functions are carried out efficiently and effectively.

To represent the Dorset PCC at national and regional networks including the Police and Crime Commissioners Treasurers Society (PACCTS).

Dorset PCC contributes to regional and national developments.

Statutory responsibilities	
The Chief Finance Officer of the Dorset PCC is responsible for ensuring that the financial affairs of the Dorset PCC are properly administered and that financial regulations are observed and kept up to date; including ensuring that the funding required to finance agreed programmes is available from government funding, precept, other contributions and recharges.	Statutory financial requirements are fully managed and effected.
To report to the Dorset PCC, the Police and Crime Panel and to the external auditor any unlawful, or potentially unlawful, expenditure by the Dorset PCC or officers of the Dorset PCC, and when it appears that expenditure is likely to exceed the resources available to meet that expenditure.	Areas of financial concern are raised at the appropriate level.
To advise the Dorset PCC on the robustness of the budget and adequacy of financial reserves; and to ensure production of the statements of accounts of the Dorset PCC.	The PCC is provided with sound budgetary advice and guidance.
Ensuring receipt and scrutiny of the statements of accounts of the Chief Constable and ensuring production of the group accounts; including liaising with the external auditor; advising on the application of value for money principles by the police force to support the Dorset PCC in holding the Chief Constable to account for efficient and effective financial management; and advising, in consultation with the Chief Executive, on the safeguarding of assets, including risk management and insurance.	The PCC is fully briefed on the financial management of Dorset Police, enabling him to hold the Chief Constable account for efficient and effective financial management.
This list of duties is not restrictive or exhaustive and the post-holder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues.	Completion of duties to meet the needs of the police service.
4. CONTACTS	
1.	The Police and Crime Commissioner, their Deputy and Chief Executive
2.	Dorset Police Director of Finance, Chief Constable and Chief Officers
3.	Joint Independent Audit Committee
4.	National and regional treasurer and finance officer bodies and networks
5.	Local authority and partnership finance leads

5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION

This is a senior post with responsibility for the line management and direction of staff working within the Office of the Police and Crime Commissioner. The demands of this post may necessitate the working of additional hours to fulfil these responsibilities, including evening and weekend working when essential. A full driving licence is an essential requirement for this post.

6. HEALTH & SAFETY TRAINING

To satisfactorily enable you to undertake the above duties, the Force expects that you will make yourself available to undertake appropriate health and safety management training relevant to your post.

You are advised to read the Force's Health and Safety policy which will give a more in depth description of your full health and safety responsibilities.

7. HEALTH MONITORING

A Health Check is provided to Chief Officers, including the Chief Finance Officer, annually for those over 50 and bi-annually for those under 50. There is also access to the services of a consultant clinical psychologist if requested.

8. VETTING

Enhanced.

9. POLITICALLY RESTRICTED POST

Yes, in accordance with the Police Reform and Social Responsibility Act 2011.

10. TERMS OF APPOINTMENT

This is a senior post with responsibility for the line management and direction of staff working within the Office of the Police and Crime Commissioner. The demands of this post may necessitate the working of additional hours to fulfil these responsibilities, including evening and weekend working when essential. A full driving licence is an essential requirement for this post.

- (a) This is a part-time position of 0.6 full-time equivalent (FTE), 23 hours per week.
- (b) The spot-rate salary will be £42,000 (£70,000 pro-rata).
- (c) Standard OPCC office hours are 8.40am to 5.00pm Monday to Thursday and 8.40am to 3.40pm on Fridays with 40 minutes for lunch each day, totalling 37 hours. Specific working hours and days will be subject to agreement with the Police and Crime Commissioner, noting section 5 above and 9(d) below.
- (d) This is a senior leadership position and the post holder will be expected to work flexibly in order to deliver the requirements of the role.

(e) The annual leave entitlement for this post is 32 days on appointment (pro-rata), rising to 35 days after 5 years' continuous service (pro-rata).

10. PERSON SPECIFICATION

Essential Criteria

Essential Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.

Criteria to be measured	Competencies Required
Criteria A	Qualified member of a CCAB accountancy body (preferably Chartered Institute of Public Finance and Accountancy (CIPFA). (The qualifications for the Chief Finance Officer are set out in section 113 of the Local Government Finance Act 1988.)
Criteria B	Significant experience at a senior level as a finance professional in a public sector organisation, including experience advising political leaders on financial matters and developing financial plans and strategies.
Criteria C	Demonstrable public service ethos and ability to build public confidence in policing and criminal justice systems and services.
Criteria D	Demonstrate experience of commissioning and partnerships at a senior level.
Criteria E	Ability to act with integrity in line with values, standards and codes of corporate governance.
Criteria F	Ability to devise sound and effective financial strategies, and to be innovative in developing better ways to deliver value for money and improved services.
Criteria G	Ability to identify, assess and manage financial risk effectively.
Criteria H	Ability to provide clear, authoritative and impartial advice based on objective financial analysis and interpretation of complex situations.
Criteria I	Ability to operate with sensitivity in a political environment.
Criteria J	Ability to give clear professional advice to political leaders and senior colleagues including the ability to challenge where legal and professional standards are not being upheld.
Criteria K	Ability to make sound and timely decisions weighing up the wider impact of costs, benefits and risks involved.

Criteria L	Ability to work with and influence senior finance and other operational colleagues to achieve agreed objectives.
Criteria M	Ability to network and build effective stakeholder relationships at a local and national level.
Criteria N	Ability to lead and manage staff giving direction but building enthusiasm and commitment, and effectively leading colleagues through change.
<u>Desirable Criteria (if applicable)</u>	
Desirable Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.	
Criteria to be measured	Competencies Required
Criteria O	Ideally experience of public finance within a policing or criminal justice agency.