



## HUMBERSIDE POLICE Role Requirement



**HR Services**  
putting people first

**Position Title:** Head of Finance and Business Support Services

**Grade:** MP1

**Vetting Level:** MV

**Overall Purpose of the role:**

To fulfil the responsibilities of the Chief Constable's Section 151 Officer, ensuring arrangements are in place for proper financial reporting & administration, management and good governance.

To develop, implement and manage corporate financial policies and strategies to provide an effective, efficient and professional financial and administrative advisory service.

To provide an accurate, professional and advisory support service to the Chief Officers, the Police and Crime Commissioner (PCC) and Commands/Departmental heads.

To lead the Finance and Business Support Service, continually reviewing service delivery to maximise reputation and services provided to both internal and external stakeholders and contribute to the strategic objectives of the Force. The service includes Exchequer, Payroll, Management Accounts, Business Support & Evidential Property.

To lead and manage all staff and resources within the service, ensuring that service delivery is accurate and focussed on the needs of customers and stakeholders. To ensure that the culture and behaviours within the Department accord with organisational values. To develop a culture of continuous improvement within the department.

To support the Chief Officer Group, advising and supporting colleagues in fulfilling their role of providing strategic direction and making strategic choices.

*(For information: the Force budget is circa £195m; and the Finance and Business Support Department has 71 staff and a budget of £3.4m)*

### Main Tasks

1. Formulates the overall process for the preparation, monitoring and control of the Force's annual revenue and capital budgets, the Force Efficiency Plan and Medium Term Resource Strategy and Financial Forecasts. Advise the Assistant Chief Officer (ACO) on the development of the annual budget strategy and the Force Medium Term Resource Strategy.
2. Undertakes the role of the Chief Constable's Section 151 Officer, ensuring arrangements are in place for proper financial management and good governance.
3. Drafts and quality assures the main financial products for senior stakeholders across both the Force and the PCC/Office of the PCC (OPCC).
4. Manages and co-ordinates the closure of year end accounts leading the production of the annual financial statement for the Chief Constable, PCC and OPCC Group, in accordance with the CIPFA Code of Practice on Local Authority Accounting.

5. Creates, develops and implements improved working methods which eliminate waste and improve service delivery based on identified/changing customer requirements.
6. To lead on force financial matters, providing strategic and professional guidance within the Force e.g. taxation, pensions, treasury management etc. Improve information flow, service delivery, corporacy and consistency of processes by acting as a link between internal and external service providers and service users.
7. Provides a comprehensive support service to all local budget holders, through the provision of timely, accurate and relevant management information and the provision of professional advice, training and guidance. The overall purpose being to ensure that resources are managed efficiently and effectively in direct support of Command/Departmental Plans and the core business objectives of the Force.
8. Manage, co-ordinate and continually develop the provision of payroll and payments, procurement, administrative/business support and insurance services in support of the Chief Constable's Plan on a Page and the PCC's Policing and Crime Plan.
9. Reviews and monitors the delivery of the evidential property strategy and processes to ensure they remain fit for purpose and effective in meeting the Force's requirements
10. Critically assesses and evaluates new legislation to identify, at the earliest opportunity, financial implications for the Force in both the short and long term, so as to advise, promote, debate, contribute towards research and assist informed decision making.
11. Develops financial and business support services/systems, instigating various investigations, audits, business continuity arrangements etc. Provides relevant management information and reports to enable Humberside Police and its managers to function efficiently and effectively.
12. Ensures that Standing Orders, Financial Regulations, Force Financial Instructions are followed and critically reviewed (in accordance with CIPFA Financial Management Code and in conjunction with the PCC's CFO), in order to safeguard the probity of financial systems, procedures and transactions. Reinforce the emphasis on integrity within the organisation and the principles of public life, as embodied within the Nolan report.
13. Membership of internal/external and national/regional working groups to provide the continuity of professional advice necessary to inform strategic decision making and attainment of strategic goals.
14. Performs such other duties as reasonably correspond to the general character and position of the post, and are commensurate with its level of responsibility and autonomy.

| Responsibility  | Decision Making  |
|---|--|
| <p>Lead the delivery of the Finance and Business Support Services Service by:</p> <p>The delivery of accurate, timely financial information and a quality recognised finance function, maintaining appropriate levels of knowledge and understanding of current practice, standards and legislation.</p> <p>Delivering an efficient and effective Business Support Service that meets its customer needs in a time critical 24/7 hour business.</p> <p>Delivering continuous improvements through the ongoing assessment of both the Finance and Business Support Service areas, to further enhance service delivery.</p> <p>Managing and overseeing the provision of supplies and services to the Force in support of operational service delivery.</p>  | <p>Supports the decision making of the Chief Officer Group by contributing to the financial and strategic planning of Humberside Police.</p> <p>The post holder is expected to make professional decisions based on their knowledge of sound financial processes and legislative requirements.</p> <p>Makes day to day decisions regarding staff performance and welfare and decisions regarding the allocation/utilisation of resources.</p> <p>The post holder will be expected to lead the decision making process at a range of Senior Management Team meetings.</p> |
| <p>Fulfilling the statutory responsibilities of the Chief Constable's Section 151 Officer</p> <p>The post holder is expected to deputise and represent the force externally as directed by the ACO.</p> <p>Provides the force with ongoing financial information relevant to force needs in order to assist with strategic decision making. Providing advice and guidance to key stakeholders on relevant financial matters.</p> <p>Advising the Chief Constable on the financial implications of major projects</p> <p>Ensuring that appropriate internal audit arrangements are in place and liaising with external audit.</p> <p>Ensuring that risks to the Force/Command which may affect its ability to provide business as usual now or in the future are identified and escalated to their line manager or local Risk Champion at the earliest opportunity;</p> <p>Responsible for using the NDM and THRIVE model in all actions undertaken.</p> <p>As a member of Humberside Police you will accord with the Standards of Professional Behaviour, as outlined in the Code of Ethics, at all times.<br/>                     You will recognise the responsibilities of your role and act lawfully in the public interest.<br/>                     Your conduct will encourage others to have confidence in policing.<br/>                     You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control.<br/>                     You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.</p> | <p style="text-align: center;"><b>Additional Information</b></p> <p><b>Designated Powers No</b><br/> <b>Politically restricted Yes</b><br/> <b>Radio Post No</b><br/> <b>Uniform Post No</b></p> <p>The role sits with others as part of the ACO (Resources) Senior Management Team and as such the post holder will need to work collaboratively with the other members of that team.</p> <p>The post holder will be expected to travel, so access to transport will be required.</p>   |

| Reports To:  |                              | Direct reports:   |  |
|--|------------------------------|---|--|
| Assistant Chief Officer (Resources)                              |                              | Management Accounting Services Manager<br>Financial Services Manager<br>Financial Support Manager<br>Business Support Manager |  |
| Date Approved by Manager / HR Manager:- 26/04/19<br>Sarah Wilson | Date WFP Approved – 29/04/19 | Confirmed by post holder<br>Signature<br>Print Name<br>Date:-   |  |

**Person Specification**

|   |                  | <b>MP1</b>  |
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| <b>Attainments/<br/>Knowledge</b>                         | <b>Essential</b> | Fully qualified member of a professional accountancy body & substantial experience at a senior level in a financial environment.<br>Possesses an excellent understanding of the strategic challenges and operational realities of managing the Financial and Business Support Services within a public sector organisation.<br>Understanding of the role of a Section 151 officer and relevant statutory duties.<br>Evidence of continuous professional and personal development with awareness of best practice in change management.<br>Ability to demonstrate a strong commitment to innovation and performance management<br>Experience of annual financial planning cycle for a large organisation   |
|   | <b>Desirable</b> | Experience of fulfilling the role of a section 151 officer and the relevant statutory duties.<br>Degree or equivalent.<br>Knowledge of the financial environment in which policing operates.<br>Understanding of Humberside PCC's Police and Crime Plan and the Chief Constable's Plan on a Page  |
| <b>Experience</b>   | <b>Essential</b> | Experience of the delivery of Financial or Business Support Services within a public sector environment.<br>Providing sound financial advice and presenting reports to senior management on a regular basis.<br>Advising and challenging budget holders on financial management issues.   |
|   | <b>Desirable</b> | Substantial experience of working at a senior level in a financial management/planning environment and substantial experience of working at a senior level in a Business Support environment.<br>Experience of undertaking project work in a financial environment, including partnership working.  |
| <b>Skills/<br/>Specialisms</b>                            | <b>Essential</b> | Highly developed leadership skills and the ability/credibility to manage staff in a financial environment<br>Demonstrates the ability to assimilate complex financial data and to produce concise and user friendly reports/briefing papers.<br>Experience of managing and forecasting multi-million pound budgets.<br>Excellent presentation skills - being able to present to a varied audience in an appropriate manner.<br>Must be a confident communicator who can manage relationships and is comfortable addressing conflict and resistance to change.<br>Demonstrates attention to detail in all work, particularly in relation to costing, financial planning, monitoring and reporting.<br>Proven experience of working to reporting deadlines and presentation of information to a range of audiences. |
|   | <b>Desirable</b> | Highly developed leadership skills and the ability/credibility to manage staff in a business support services environment.<br>Ability to deliver continuously improving services within a constricting economic climate.<br>Ability to implement wholesale change to systems and processes to improve service delivery e.g. implementation of resource management information system or automation of processing.   |
| <b>Decision Making/<br/>Problem Solving/<br/>Planning</b> | <b>Essential</b> | Excellent analysis and interpretation skills.<br>Excellent planning skills, experience of contingency planning.<br>Strategic approach to problem solving.<br>Able to apply sound rationale and justify decisions made; is willing to challenge the status quo<br>Proactive approach to ensuring service delivery  |
|   | <b>Desirable</b> | Understanding of how data bases work and how to link data streams for the effective running of financial systems.<br>Ability to be innovative and creative in delivering solutions to meet business needs   |
| <b>Codes of Ethics</b>                                    |                  | Code of Ethics exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey both internally and  |

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|   | externally a service based on fairness and equality and ensure they fully understand and represent the Force's values and principles at all times.   |
| <b>Respect for Race &amp; Diversity</b>   | Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Appreciates other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times and is sensitive to social, cultural and racial differences. |
| <b>This role requirement is a management document and therefore subject to change</b> |  |