



South Yorkshire

POLICE

Finance Officer

District/Department	Corporate Finance	Rank/Grade	Band D
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Role purpose:	<p>Directly support the Accountants (and indirectly the Finance Business Partners) in the provision of clear, accurate and timely financial information in accordance with corporate timetables. Act as a single point of contact for routine financial matters to Districts/Departments.</p> <p>Act in accordance with Force Financial Regulations, Contract Standing Orders and Force Financial Instructions, procedures and guidelines at all times.</p>
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Summary of main duties

Budget Setting

Profile all revenue, capital and grant budgets in accordance with the budget-setting timetable, with support and direction from the Accountant where required.

Upload the annual budget and reconcile to Oracle General Ledger.

Prepare routine budget working papers for the budget setting process to feed into the Medium Term Resource Strategy.

Calculate all in year virements and update the Savings Plan where relevant. Reconcile the recurrent and non-current virements to Oracle General Ledger and BI Budget Model on a monthly basis.

Budget Monitoring

Identify and query all revenue and grant, non-pay, current month and year-to-date variances. In liaison with spending departments. Complete a projected outturn and financial commentary for all expenditure, including an explanation of all variances.

Calculate all accruals, prepayments, collaboration adjustments and external recharges and ensure they are input to the ledger on a monthly and year-end basis, automated through either iProcurement or manual journal. Ensure that all material invalid codings are corrected including pay journals.

Gather, analyse and reconcile pay data to pay budgets, identify current month and year-to-date variances. Work with HR in relation to post and strength changes. Provide explanations and data for interpretation and inclusion in the financial commentary.

Be responsible for ensuring that all internal recharges and trading accounts are administered in an accurate, timely and effective manner.

Complete other month end transactions and reports including overtime reports, open purchase order report, monthly pay reconciliation, recharges to other Forces, time off, top earners etc.

On a monthly basis, ensure that the Oracle trial balance reconciles to the revenue monitoring reports, taking corrective action as appropriate.

Capital Monitoring

Run the month-end capital reports and assist the Accountant in monitoring capital variances by investigating all current month and year-to-date variances and liaising with Project Managers as appropriate.

Complete a projected outturn and financial commentary for the smaller capital projects.

Year-End

Carry out year-end duties in accordance with the year-end timetable, ensuring that District/Departmental staff are aware of their obligations.

Complete all working papers relevant to role and assist with reviewing other schedules to ensure they are maintained in accordance with accounting standards and audit requirements.

Balance Sheet Management

Carry out all monthly/quarterly/annual balance sheet reconciliations to ensure that assets, income and expenditure are all treated correctly within the accounts structure.

Assets

Reconcile the acquisitions and disposals of all force assets, including properties, vehicles, all vehicle fleet stocks and items of equipment at regular intervals throughout the financial year.

On an annual basis, liaise with districts/departments to verify all assets held by the force and update all asset transactions on the asset management system.

Fees & Charges

Control and coordinate all allocated specialist functions which could include Mutual Aid, Seconded Officers and Regional Working, ensuring that costs are accurately coded, recorded and monitored, charges are calculated accurately and income is collected promptly.

Costing

Analyse and update both the staff costings, special costings and national framework agreement costings, gathering information from various different sources to arrive at the costs. Use guidance provided by ACPO where appropriate.

Calculate and present costings to support Districts/Departments including overtime, operations, events and basic financial implications in reports.



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External Funding

Assist project managers in the preparation of bids for external funding and prepare claims for reimbursement and submission to funding bodies, ensuring that a clear audit trail of all external funding records is maintained. Liaise with external bodies in respect of grant audits and any other financial matters. Complete grant projections as part of the monthly process.

External Returns

Assist with the completion of external government returns including Police Objective Analysis, Whole of Government Accounts, DCLG Returns, CIPFA Benchmarking, Police Pension returns and any other returns becoming due. Complete journals, analyse income and expenditure and calculate costs. This also includes Freedom of Information requests.

Provide VAT advice and guidance to support the department and the Force. Liaise with the Force VAT advisors as appropriate. Complete the VAT return with support from the Accountant.

System Control

Complete month end tasks including cancelling / closing orders, creating code combinations, run (GRNI) Uninvoiced Receipts Report and run Receipt Accruals – Period End Process. This also includes working with BI and using reports where appropriate.

Support the testing of IT systems (UAT), subject to upgrade/implementation.

Continuous Improvement

Take personal responsibility for continuous improvement within own work area and support the Accountants in reviewing, writing and maintaining procedures and support team continuous improvement projects.

Ad Hoc

Deal with ad hoc requests for financial data which will include investigation, analysis and costing exercises and Freedom of Information requests. Provide financial advice and information as appropriate.

Maintain the Corporate Finance intranet page with direction from the Accountant.

Assist with the completion of internal audit reviews and provide working papers where appropriate.

This is a generic role profile that encompasses all anticipated roles and responsibilities for this post. Other duties commensurate with the grade of the post.

Competencies/behaviours

Please access the College of Policing website (via Google Chrome) and refer to the **Competency and**

Values for a definition of the values and essential behaviours for each required competency level.

<u>Competency</u>	<u>CVF Level</u> Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly	Level 1
We take ownership I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.	Level 1
We are collaborative I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.	Level 1
We deliver, support and inspire I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles	Level 1

<p>that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.</p>	
<p>We analyse critically I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics</p>	<p>Level 1</p>
<p>We are innovative and open-minded I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.</p>	<p>Level 1</p>
<p>Core values for ALL employees:</p>	
<p>Integrity Impartiality</p>	<p>Public Service Transparency</p>

Experience, Education and Skills: *Ideally between 4 and 6 of each (which will be used as Essential/Desirable shortlisting criteria)*

Essential:

Full member of Association of Accounting Technicians (Band D) / Studying AAT (Band C)

Experience of working in a financial environment including budgetary control and year end procedures

Ability to analyse, critically evaluate and interpret financial information

Experience of using a computerised financial information system in a medium to large organisation (including General Ledger)

Computer literate with experience of analysing and presenting information using spreadsheets



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Desirable:

Knowledge of financial controls, rules regulations

Public Sector background

Experience of using Oracle