

Management Accountant

District/Department	Corporate Finance	Rank/Grade	Band G
---------------------	-------------------	------------	--------

Role purpose:	<p>Lead the budget setting and budget monitoring processes in accordance with corporate timetables. Develop the accountancy function to contribute to overall Force financial objectives.</p> <p>Act in accordance with Force Financial Regulations, Contract Standing Orders and Force Financial Instructions, procedures and guidelines at all times</p>
----------------------	--

Summary of main duties

Budget Setting

To lead the budget setting process and provide clear direction to the Accountants and Finance Officers. To time-table, co-ordinate and produce high quality working papers and allocate tasks to the team. Ensure all growth, savings and changes are captured and actioned, linking in with the Finance Business Partnering (FBP) Team as appropriate.

To lead on the production of the capital programme, linking in with the FBP Team to ensure this aligns to IT, VFM and FM strategies and all new schemes are captured.

Budget Monitoring

Lead and co-ordinate the month end processes to ensure they are completed in accordance with the month-end timetable.

Monitor and complete the virement reconciliation, contingencies and central reports and ensuring these are accurate and up to date.

Prepare a high quality and accurate monthly budget monitoring report for SCT, including the capital, grant and savings appendices.

Maintain the Capital Programme ensuring that underspends, overspends and slippage are highlighted and any changes are reported to the Senior Command Team/PCC.

Ensure timely and quality financial commentary for SCT and budget holders.

Coordinate non statutory returns (e.g. Uplift, Covid) on behalf of the Force and provide external information where necessary.

Provide guidance and steer to the monthly workforce plan reconciliation to ensure pay recs are accurate and timely.

Ensure department compliance with corporate policies, procedures and time-scales in relation to those local financial management responsibilities detailed above.

KPIs

Update and monitor the Key Performance Indicators for the team and review performance and standard of work provided to stakeholders and the Force. Take appropriate action for discrepancies and provide support to the Accountants and Finance Officers to ensure the deadlines are met.

External Returns

Be responsible for the completion and timely submission of external returns including DCLG returns, CIPFA Benchmarking, Police Objective Analysis and any other returns becoming due. This also includes Freedom of Information requests.

System Control

Be a Business Intelligence Champion and support the development, creation and amendment of financial reports to meet the requirements of the team and districts/departments, ensuring the most appropriate reporting tool is being used for each financial function/process.

Contribute to the development, implementation and maintenance of systems ensuring that Oracle meets the needs of the department and the force.

Coordinate the testing of IT systems (UAT), subject to upgrade/implementation, ensuring that the department issues are represented and addressed and new procedures are recommended as appropriate.

Continuous Improvement

Take personal responsibility for continuous improvement within own area and lead on project work.

On an annual basis, identify budget setting issues and review post budget setting to improve the working practices for future financial years.

Staffing

Provide direction and leadership to a team of Accountants. Delegate the work of the Accountants to meet force requirements and the needs of stakeholders. Build capacity and capability across the team by proactively managing performance, setting clear and stretching objectives, providing regular constructive feedback, training and development opportunities and timely PDRs.

Other

Deputise for the Chief Accountant as required.

Deputise for the Financial Accountant in relation to specific duties such as internal reports, external returns and system control (setting up new codes, closing ledgers and importing payrolls), where specific areas of work are urgent and business critical.

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.*

Competency

CVF Level

Level 1 – Practitioner
Level 2 – Supervisor/Middle Manager
Level 3 – Senior Manager/Executive

We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

Level 2

We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

Level 2

We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

Level 2

We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to

Level 2



understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.	
We analyse critically I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.	Level 2
We are innovative and open-minded I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats, which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment	Level 2
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

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

Essential:

Qualified Consultative Committee of Accountancy Bodies (C.C.A.B.) or CIMA accountant with full membership.

Significant and recent management accounting experience.

Up to date with current accounting issues and good, practical accounting knowledge.
Demonstrate IT literacy including advanced Excel, with significant experience of large, complex ERP systems.
Strong interpersonal skills and ability to use a range of communication techniques.
Experience of building strong working relationships and establishing personal credibility with senior managers and budget holders.
Understand personal and professional strengths and development needs and be able to evidence the steps taken to enhance your continuing professional development.
Strong analytical skills.
Ability to work as part of a team in a highly pressurised environment.
Experience of leading a team and staff management.
Desirable:
Public Sector background.