

APPOINTMENT OF CHIEF FINANCE OFFICER

COMPREHENSIVE ROLE PROFILE

1. Post Overview

Post:	Chief Finance Officer
Accountable to:	The Police and Crime Commissioner for Suffolk The Chief Executive of the Office of the Police and Crime Commissioner
Location:	Police Headquarters, Martlesham Heath, Suffolk

2. Role Purpose

- The role is statutorily established by Schedule 1, paragraph 6 to the Police Reform and Social Responsibility Act 2011;
 - The person appointed to the role is responsible for the proper administration of the Police and Crime Commissioner's (PCC) financial affairs;
 - The person appointed to the role will discharge the responsibilities provided for by:
 - Section 151 of the Local Government Act 1972;
 - Sections 113-114 of the Local Government Finance Act 1988; and
 - as set out in the Chartered Institute of Public Finance and Accountancy (CIPFA) statement on the role of chief finance officers in policing.
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3. Key Principles

The CIPFA statement on the role of the Chief Finance Officer (CFO) sets out five principles that help define the role:

- The CFO will be a key member of the PCC Leadership Team, helping it to develop and implement strategy and to resource and deliver the PCC's strategic objectives sustainably and in the public interest;

- The CFO will be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered, and aligned with the overall financial strategy;
 - The CFO must lead and encourage the promotion and delivery of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively;
 - The CFO must lead and direct a finance function that is resourced to be fit for purpose;
 - The CFO must be professionally qualified and suitably experienced.
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4. Main Duties and Responsibilities

- To act as the professional lead officer providing strategic level leadership to the PCC on all financial matters, financial propriety, and the financial aspects of corporate governance;
- To ensure the financial affairs of the PCC are properly administered and that financial regulations are produced, observed and kept up to date;
- To ensure that the financial and other associated and relevant interests of the PCC are safeguarded;
- To work with the PCC and the Constabulary to develop an ambitious medium term financial strategy and ensure that the requisite funding is available from Government, precept and other sources to discharge the CFO's responsibility for the police fund;
- To ensure that proactive action is taken and arrangements put in place on behalf of the PCC to maximise the opportunities for income generation from all potential financial sources;
- To act as the PCC's professional lead officer on budgetary matters, including the robustness of the budget and adequacy of financial resources and to represent the PCC's financial interests on all relevant projects and boards;
- To work with and assist the PCC and the office of the PCC in the development and promotion of policies and plans;
- To play an effective part in assisting the delivery of the responsibilities of the Office of the PCC;
- To arrange for the determination, issue and transfer of the precept;

- To ensure that accurate, complete and timely financial management information is provided to the PCC;
 - To advise, in consultation with the Chief Executive, on the safeguarding of assets;
 - To advise on and ensure the adequacy of insurance arrangements;
 - To lead on and ensure the adequacy of the PCC's risk management arrangements;
 - To ensure the production of the statement of accounts of the PCC; receipt and scrutiny of the statement of accounts of the Chief Constable and ensure the production of group accounts;
 - To work with the Chief Constable's CFO to ensure the provision of efficient and effective audit services and liaise with both internal and external auditors in reporting to the Audit Committee;
 - To work with the Chief Constable's CFO to ensure the appointment and efficient and effective operation of the Audit Committee;
 - To lead on the production of the PCC's Annual Governance Statement;
 - To secure effective treasury management, including loans and investments and report on policy and performance to the Audit Committee;
 - To report to the PCC and any other relevant and interested party any unlawful, or potentially unlawful, expenditure by the PCC or officers of the PCC or when it appears that expenditure is likely to exceed the resources available to meet that expenditure;
 - To promote and sustain effective working relationships at a local, regional, and national level with key stakeholders.
 - To work with the Chief Constable's CFO in a mutually supportive way to facilitate the execution of the duties of both CFOs.
 - To undertake such other duties as may be required to be undertaken by the PCC or the Chief Executive up to a level consistent with the responsibilities of the role;
 - To discharge the CFO role in accordance with statutory requirements, the Comprehensive Role Profile, the CIPFA Statement on the role of the chief finance officers, the Financial Management Code of Practice and also relevant guidance and best practice.
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5. Eligibility

The officer appointed as the CFO must, by virtue of section 113 of the Local Government Finance Act 1988 be a member of a specified accountancy body, which is defined to mean a qualified member of one of the six bodies comprising the Consultative Committee of Accounting Bodies in the UK and Ireland, that is:

- Chartered Institute of Public Finance and Accounting;
- The Institute of Chartered Accountants in England and Wales;
- The Institute of Chartered Accountants of Scotland;
- The Institute of Chartered Accountants in Ireland;
- Chartered Institute of Management Accountants;
- The Association of Chartered Certified Accountants.

6. Behaviours

The role is expected to understand and act within the ethics and values of the police service.

The Competency and Values Framework (CVF) for policing published by the College of Policing has six competencies that are clustered into three groups. Under each competency are three levels that show how the behaviours will look in practice. [College of Policing – Competency and Values Framework - 2016](#)

The role should operate at the following levels of the CVF:

Resolute, compassionate and committed

- we are emotionally aware Level 3
- we take ownership Level 3

Inclusive, enabling and visionary leadership

- we are collaborative Level 3
- we deliver, support and inspire Level 3

Intelligent, creative and informed policing

- we analyse critically Level 3
- we are innovative and open-minded Level 3

7. Person Specification

Experience

- Substantial experience of operating at a strategic financial level, preferably within a political or high profile environment;
- Evidence of continuing professional and personal development;
- Substantial experience of managing large budgets, including the management of financial planning, budget-setting and medium term strategies;
- Significant experience of corporate governance, procurement, commissioning and income generation;
- Experience of public sector finance and its regulatory environment.

Skills and Knowledge

- Knowledge and understanding of the financial and corporate governance environment within which policing operates;
- Ability to work as an efficient and effective team-player as well as being able to network and build effective partnerships;
- Knowledge and understanding of the importance of scrutiny, audit, corporate governance and risk management arrangements;
- Demonstrate excellent analytical skills and a commitment to innovation and performance management.

8. Special Points of Note

- The post of CFO is politically restricted. The Local Government and Housing Act 1989 imposes restrictions on public political activity by the holders of such posts. The restrictions imposed include:
 - Becoming or remaining a member of a Local Authority, the House of Commons or Police and Crime Commissioner;
 - Announcing or allowing others to announce, ones candidature for one of the aforementioned offices;
 - Holding office in a political party;
 - Canvassing at elections; and

- Speaking or writing publicly on matters of party political controversy.
- The purpose of this comprehensive role profile is to indicate the general level of the duties and responsibility of the role. The duties may from time to time vary without changing the general character of the role or the levels of responsibility;
- Whilst the role is normally based at Martlesham Heath, you may be required to work at other establishments within Suffolk as may be reasonably required;
- Appointment to this post is subject to a confirmation hearing by the Police and Crime Panel;
- The postholder must be able to travel around the county and region;
- The post is subject to vetting approval.

Chief Executive
January 2022