

**Job Title – Chief Finance Officer**  
**Job Family – Senior Leader**

<b>Grade: N</b>		<b>Department: Office of the Police and Crime Commissioner</b>
<b>Location: OPCC / Home Working</b>		<b>Security Vetting: MV, CTC</b>
<b>Role Specific Requirements/ Restrictions:</b>	Political Restriction	
<b>Role Specific Hazards:</b>	Display Screen Equipment	
<b>System Access Requirements:</b>	MyTrent Manager Self Service, MyTrent Self Service, Sickness Recording, Tasking (DMS), Working Time Recording, External email, Oleeo, Trent, Info assets	
<b>Key mandatory skills require:</b>	Qualified accountant with membership of a CCAB registered body	
<b>Leadership level:</b>	Executive	

**Role Purpose:**

The key purpose of the role is to ensure that the financial affairs of the PCC are properly administered and that adequate financial management arrangements are in place across the OPCC and Force. Reporting to the Chief Executive, the Chief Financial Officer (CFO) also acts as the 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 OPCC 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 Local Government Finance Act 1988 Section 151 Officer for the Police and Crime Commissioner for Dyfed Powys.

**Role Specific Tasks:**

1. Advise the Commissioner on all aspects of finance, including council tax, budgets, savings and investments and lead on the development of the PCC's Medium Term Financial Strategy;
2. Setting on behalf of, and in consultation with the PCC, the Capital Strategy, Reserves and Balances Policy and all Treasury Management requirements in line with Chartered Institute of Public Finance and Accountancy guidance and any other relevant legislation;
3. Be actively involved in, and able to bring influence to bear on, all strategic business decisions of the PCC, ensuring that all financial implications, opportunities and risks are fully considered and aligned with the PCC's financial strategy;
4. Establish and maintain strong financial management arrangements, underpinned by effective financial controls, ensuring regularity, propriety and Value for Money (VfM) in the use of public funds;
5. Ensure the financial affairs of the PCC are properly administered and that financial regulations are observed and kept up to date;
6. Ensuring production of the Statements of Accounts of the PCC;
7. Be a member of the PCC's Senior Management Team, working closely with the Chief Executive to implement strategy and to resource and deliver the PCC's strategic objectives sustainably and in the public interest;
8. Ensure the delivery and effective financial governance of collaboration agreements;
9. Scrutinise the financial management of commissioned services and significant projects, to provide assurance to the PCC that investment is efficient and realises intended business benefits;
10. Jointly responsible with Director of Finance for managing the Internal Audit function and supporting the Joint Police and Crime Commissioner and Chief Constable Audit Committee;

11. Exercise roles and responsibilities delegated by the PCC as set out in the Corporate Governance Framework and carry out any other reasonable duties as required by the PCC.
12. Report as appropriate to the Chief Executive as Monitoring Officer, the PCC, the Police and Crime Panel and to the external auditor 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;
13. To attend and contribute effectively to local, regional and national meetings, including representing the PCC as required.

#### Role Generic Tasks:

14. To be responsible for implementing long-term strategic development across a specialist or professional area and/or in a significant strategic function of the Force.
15. To regularly give advice and influence at senior levels of the organisation.
16. To lead a functional area including the shaping of the long term strategic direction of an area of activity.
17. To be accountable for the service delivery and compliance of their function and have a significant influence upon the structure and development of their area of activity.
18. To provide day to day line management of employees, including the proactive management of workplace health and wellbeing.
19. To be responsible for employee conduct, performance and attendance matters in adherence to Force policy.
20. To be overall accountable for resources and financial spend within their function.
21. To ensure succession planning, development of staff and talent management is undertaken.
22. To comply and act in accordance with relevant legislation, Dyfed-Powys Police Policies and protocols, including Code of Ethics, Development Assessment Profile (DAP), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security.

#### To view descriptors of the level of responsibility required of this role please

**Note:** This job description is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to this post.

Skills / Attainments [to be evidenced on application]		Application	Interview
Role Specific	1. Must be qualified accountant with membership of a CCAB registered body <b>(E)</b>	X	
	2. Must be able to demonstrate substantial experience of operating at a strategic level, with experience of managing large budgets, including the management of financial planning, budget setting and medium term strategies. <b>(E)</b>	X	X
	3. Must have a detailed understanding of financial legislative frameworks and corporate governance <b>(E)</b>	x	x
	4. Must have knowledge and understanding of the financial environment within which policing operates. <b>(E)</b>	X	X
	5. Must have experience of assessing and advising on the value for money impact of key decisions, and demonstrate an ability to challenge and seek assurance in respect of corporate/business decisions and their implications for resources and risk. <b>(E)</b>	x	x
Role Gen	6. Must hold a degree, equivalent professional qualification or have relevant experience in the field of work bringing the role holder to a comparable level <b>(E)</b>	X	

7. Must be professionally qualified in the function field and or have relevant experience in the field of work to bring the role holder to a comparable level <b>(E)</b>	X	
8. Must have proven experience of leading and managing functions/departments <b>(E)</b>	X	X
9. Must have managed and controlled budgets/resourcing and understanding of financial management procedures <b>(E)</b>	X	X
10. Must have extensive experience of delivering a service with competing demands <b>(E)</b>	X	X
11. Must have experience of effecting change to improve performance <b>(E)</b>	X	X
12. Must show evidence of continuous professional development <b>(E)</b>	X	X
13. Must have well developed written and oral communication skills, including delivering high quality presentations <b>(E)</b>	X	X
14. Must be computer literate with good knowledge of Microsoft Word, Excel and PowerPoint <b>(E)</b>	X	
15. Must be able to evidence ability to work autonomously, making sound evidence based decisions <b>(E)</b>	X	X
16. Must have proven experience of advising, negotiating and influencing with internal and external partners at all levels <b>(E)</b>	X	X
17. Must be able to manage a workload and balance competing priorities, redirecting resources quickly and effectively to meet changing demands <b>(E)</b>	X	X
18. Must be able to travel throughout the force area <b>(E)</b>	X	
19. Must have the ability to communicate through the medium of Welsh to level 1 or be prepared to achieve this within 6 months of appointment. <b>(E)</b> [ <a href="#">Click here</a> for the DPP Welsh Language requirements]	X	

**KEY: (E)** – Essential / **(D)** – Desirable

**Please Note:** At interview candidates will be assessed against the criteria detailed in the following link ([Link will individual to each grade or job family](#)). Further details on the interview process are provided as part of the candidate information pack.