



OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK

JOB DESCRIPTION

Post:	Chief Financial Officer (Treasurer)	Post No:	TBC
Grade:	£63,591 - £77,706 (salary paid to current post holder - £77,706. pro rata 0.6FTE)		
District/Department:	Office of the Police & Crime Commissioner		
Location:	Wymondham		
Reporting to:	Police & Crime Commissioner		

JOB SUMMARY

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 OPCCN and Force. The Chief Financial Officer (CFO) also acts as the OPCCN'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 OPCCN 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 Section 151 Officer for the Police and Crime Commissioner for Norfolk.

KEY WORKING RELATIONSHIPS

- The Police and Crime Commissioner, Deputy Commissioner and Chief Executive
- The Police and Crime Panel
- Audit Committee
- Norfolk Police Director of Finance
- Norfolk Police Assistant Chief Officer (Finance)
- Norfolk Police Chief Constable and Chief Officers
- National and regional treasurer and finance officer bodies and networks
- Local authority and partnership finance leads

KEY STRATEGIC AND MANAGEMENT RESPONSIBILITIES

The Chief Financial Officer is the PCC's professional adviser on financial matters and will:

- Be a key 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 objective sustainably and in the public interest;
- Lead on development of the PCC's medium term financial strategy;
- 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 align with the PCC's financial strategy;
- Lead the promotion and delivery by the PCC of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively; and must ensure that the finance function is resourced to be fit for purpose;
- Liaise with the Force Director of Finance and Assistant Chief Officer (Finance) to advise the PCC and Chief Constable on value for money in relation to all aspects of PCC and Chief Constable/Force expenditure;
- Represent the PCC at national and regional networks including the Police and Crime Commissioners Treasurer Society (PaCCTs);

- To manage the Democracy and Engagement Manager, and work closely with other OPCCN staff to develop and support the team;
- Ensure publication of Statement of Accounts and other external reporting requirements of the PCC;
- Lead on the development of the Treasury Management Strategy;
- Jointly responsible with Director of Finance and Assistant Chief Officer (Finance) for managing the Internal Audit function and supporting the Audit Committee
- Any other reasonable duties as required by the PCC.

STATUTORY RESPONSIBILITIES

The Chief Financial Officer of the PCC is responsible for:

- Ensuring that the financial affairs of the PCC are properly administered and that financial regulations are observed and kept up to date;
- Ensuring regularity, propriety and Value for Money (VfM) in the use of public funds;
- Ensuring that the funding required to finance agreed programmes is available from government funding, precept, other contributions and recharges;
- Reporting to 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;
- Reporting to the PCC, the Police and Crime Panel and to the external auditor when it appears that expenditure is likely to exceed the resources available to meet that expenditure;
- Advising the PCC on the robustness of the budget and adequacy of financial reserves;
- Ensuring production of the statements of accounts of the PCC;
- Ensuring receipt and scrutiny of the statements of accounts of the Chief Constable and ensuring productions of the group accounts;
- Liaising with the external auditor;
- Advising the PCC on the application of value for money principles by the police force to support the PCC in holding the Chief Constable to account for efficient and effective financial management; and
- Advising, in consultation with the Chief Executive, on the safeguarding of assets, including risk management and insurance.

NB The CFO of the PCC has certain statutory duties which cannot be delegated, namely, reporting any potentially unlawful decisions by the PCC on expenditure and preparing each year, in accordance with proper practices in relation to accounts, a statement of the PCC's accounts, including group accounts. The Chief Financial Officer of the PCC is the PCC's professional adviser on financial matters.

POLITICAL RESTRICTIONS

The Chief Financial Officer is a politically restricted post.

In summary, the restrictions imposed on postholders include:

- Becoming (whether by election or otherwise) or remaining a member of a Local Authority, of the National Assembly of Wales, of the European Parliament or of 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.

SPECIAL CONDITIONS/POINTS TO NOTE

- The purpose of this job description 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 responsibilities.
- Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments within the Norfolk OPCC as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- Appointment to this post is subject to a confirmation hearing by the Police and Crime Panel.