

**Manage Role Profile (Email this Role ())**

Role Profile  
Type: ASC - Enabling Services - Finance (Staff)

Role Profiles: C6123 PO 9-12 Finance Business Partner

Published: Yes

Superintendent  
Role: No

Is Parent Role: No

Parent Role:

Description: Working in close partnership with the Corporate Finance Business Partners, this role is responsible for analysing financial performance and advising senior leaders on preparing budgets across the organisation. The role is highly collaborative in nature, applying technical financial expertise and professional accounting standards to operational issues to ensure that the organisation manages costs effectively. The role is future focused, helping leaders to pre-empt problems and adapt financial planning with a view to avoid unnecessary expenditure.

- Main Responsibilities:
- Provide professional advice and interpretation to the Constabulary on budget formation and monitor planned expenditure to ensure that budgets are controlled, costs are reduced and leaders act within accounting best practice and statutory requirements. Lead the management of financial resources to ensure probity, efficiency, high performance and overall value for money.
  - Contribute to developing and implementing Financial Planning and Strategy, including management of risk and audit outcomes, utilising a complete understanding of the Constabulary's vision, values and priorities.
  - Use financial expertise and commercial acumen to identify areas of cost efficiencies and improvements to operating approaches and support department managers to continually drive more effective approaches to work and reduce costs.
  - Interpret and communicate financial information to non-accounting managers in ways that are engaging and understandable so that leaders see the value that accounting data can bring to planning within their area of responsibility.
  - Shape, influence and facilitate organisation development and change initiatives to drive through the change agenda and finance strategies. Ensure performance measures track key business and cost drivers for the organisation and are used predictively to develop adequate systems to deliver this information in a format that enables the organisation to make informed choices.
  - Collaborate with the other teams within Financial Services to ensure that work is coordinated and that less experienced staff are supported and coached where appropriate, to help raise the capability of the team.
  - Collaborate with department managers and advise, challenge and influence the preparing of annual plans, budgets and the financial implications of decisions to ensure that costs are controlled.
  - Adapt, develop, implement and monitor processes and procedures used in preparing monthly forecasts for department and programme managers to ensure that accounting best practice is applied to budgeting across the Force. This includes horizon scanning to make recommendations on best practice in order to raise standards in the team and the wider organisation.
  - Build a network of contacts across the organisation and with external agencies to enhance the Financial Service provided to customer.
  - Define, design and deliver training packages, presentations and briefings to support standardisation, project work and policy implementation.
  - Work with allocated finance professionals to ensure the delivery of quality financial services to ASC.

Rank\Scale: PO 9-12

Reports To: C5033 Financial Services Manager

Supervisory: C6112 Finance Officers

Responsibility: C6110 Finance Assistants

Additional Information: Avon and Somerset Constabulary are committed to the principles of Equal Opportunities for all and welcome applications from minority groups including disabled people.

**Reasonable adjustments**

Following consideration, reasonable adjustments will be implemented to enable disabled staff covered by the provisions of the Equality Act to undertake the core duties and responsibilities of a post in line with the Equality and Human Rights Commission (EHRC) guidance and code of practice on employment.

**Additional Responsibilities:**

You may be required to perform other duties which are not necessarily specified on the role profile, but which are commensurate with the responsibilities of the role holder.

**Security Vetting:**

It is the policy of the Avon & Somerset Constabulary to conduct security checks on all staff in line with the National Vetting Policy.

This post has been designated as requiring the following vetting levels in accordance with the 'Vetting Code of Practice' and the 'Authorised Professional Practice on Vetting' - Police Management Vetting (MV).

Experience and Essential:

Qualifications:

- Relevant degree or equivalent;
- Hold a full professional accounting qualification (CIMA, ACA, ACCA) or at least 5 years relevant work experience in a financial environment specifically including budget setting, forward planning and financial and performance monitoring;
- Experience of communicating complex financial information to non-financial managers;
- Able to meet deadlines, prioritise workloads and work independently;
- Have an eye for detail focussed with a concern for accuracy;
- Experience of influencing and advising managers on complex financial issues;
- Excellent interpersonal and communication skills, including presentations, delivering training, coaching, motivating and leading others. Have skills of negotiation and persuasion. Able to produce coherent reports containing financial data;
- Have a full current driving licence or be able to travel around the force area by other means.
- This post has been designated as requiring the following vetting levels in accordance with the 'Vetting Code of Practice' and the 'Authorised Professional Practice on Vetting' - Police Management Vetting (MV).

Desirable:

- In depth knowledge of relevant financial statements, finance procedures and 'best practice';
- Knowledge of service/department issues and business objectives and how finance can impact and improve theses;
- Able to produce costings to aid decision making and policy development, eg resource planning, workforce reduction (including redundancy) and funding bids.

Shortlisting:

<b>SHORTLIST</b> Criteria relevant to the job	<b>ESSENTIAL</b> Requirements necessary for safe and effective performance in the job	<b>ADDITIONAL/USEFUL</b> Where available, elements that contribute to improved/immediate performance in the job
<b>Qualifications</b>	Relevant degree or equivalent  QE1	
	Hold a full professional accounting qualification (CIMA, ACA, ACCA) or at least 5 years relevant work experience in a financial environment specifically including budget setting, forward planning and financial and performance monitoring  QE2	
	Have a full current driving licence or be able to travel around the force area by other means  QE3	
<b>Experience</b>	Experience of communicating complex financial information to non-financial managers  EE1	
	Able to meet deadlines, prioritise workloads and work independently  EE2	
	Have an eye for detail focused with a concern for accuracy  EE3	

	Experience of influencing and advising managers on complex financial issues  EE4	
	Excellent interpersonal and communication skills, including presentations, delivering training, coaching, motivating and leading others  EE5	
	Have skills of negotiation and persuasion.  EE6	
	Able to produce coherent reports containing financial data  EE7	

#### Policing Professional Framework

Category	Name	Level Name	Level Description
Resolute, Compassionate and Committed	We are emotionally aware	Senior Manager/Executive	I seek to understand the longer-term reasons for organisational behaviour. This enables me to adapt and change organisational cultures when appropriate. I actively ensure a supportive organisatio...
Resolute, Compassionate and Committed	We take ownership	Senior Manager/Executive	I act as a role model, and enable the organisation to use instances when things go wrong as an opportunity to learn rather than blame. I foster a culture of personal responsibility, encouraging an...
Inclusive, Enabling and Visionary Leadership	We are collaborative	Senior Manager/Executive	I am politically aware and I understand formal and informal politics at the national level and what this means for our partners. This allows me to create long-term links and work effectively within ...
Inclusive, Enabling and Visionary Leadership	We deliver, support and inspire	Senior Manager/Executive	I challenge myself and others to bear in mind the police services vision to provide the best possible service in every decision made. I communicate how the overall vision links to specific plans an...
Intelligent, Creative and Informed Policing	We analyse critically	Senior Manager/Executive	I balance risks, costs and benefits associated with decisions, thinking about the wider impact and how actions are seen in that context. I think through 'what if' scenarios. I use discretion wis...
Intelligent, Creative and Informed Policing	We are innovative and open-minded	Senior Manager/Executive	I implement, test and communicate new and far-reaching ways of working that can radically change our organisational cultures, attitudes and performance. I provide space and encouragement to help o...

Core Values	Impartiality	Senior Manager/Executive	Behaviours: • I take into account individual needs and requirements in all of my actions • I understand that treating everyone fairly does not mean everyone is treated the same • I always give pe...
Core Values	Integrity	Senior Manager/Executive	Behaviours: • I always act in line with the values of the police service and the Code of Ethics for the benefit of the public • I demonstrate courage in doing the right thing, even in challenging ...
Core Values	Public Service	Senior Manager/Executive	Behaviours: • I act in the interest of the public, first and foremost • I am motivated by serving the public, ensuring that I provide the best service possible at all times • I seek to understand...
Core Values	Transparency	Senior Manager/Executive	Behaviours: • I ensure that my decision-making rationale is clear and considered so that it is easily understood by others • I am clear and comprehensive when communicating with others • I am ope...