

Manage Role Profile (Email this Role ())

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

Role Profiles: C6127 PO 2-5 Senior Accountant

Published: Yes

Superintendent Role: No

Is Parent Role: No

Parent Role:

Description: To provide a wide range of financial and exchequer services supporting the Financial Accounting Corporate Business Partner.

Main Responsibilities:

- To prepare and maintain financial plans, programmes and budgets, including the allocation of resources.
- To monitor capital budgets and report on variances and advise on remedial action.
- To support the Finance Business Partnering model within the wider organisation.
- To provide financial advice and support to budget holders, partners and other external organisation including the preparation and interpretation of financial appraisals of projects
- To assist in the closure of the annual accounts and produce outturn data in accordance with legislation.
- To oversee certain exchequer functions as required.
- To develop the link between financial information and performance data and provide statistical analysis.
- To ensure that financial systems, practices and procedures are sound and in accordance with Standing Orders and Financial Regulations.
- To promote and develop the use of technology in the management and control of financial systems.
- To liaise with internal and external auditors.
- To ensure balance sheet reconciliations are undertaken in line with agreed timescales.

Rank\Scale: PO 2-5

Reports To: Corporate Business Partner Financial Accounting

Supervisory Responsibility: Finance Assistant

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.

Experience and Qualifications: The postholder must hold or be working towards AAT or a CCAB accounting qualification or be a fully qualified Accounting Technician with accountancy experience in public finance. (E)

Previous supervisory experience (D)

Experience of report writing / conducting research (E)

Experience of communicating complex financial information to non-financial managers (E)

Able to meet deadlines, prioritise workloads and work independently (E)

Detail focussed with a concern for accuracy (E)

In depth knowledge of relevant financial statements, finance procedures and "best practice" (E)

This post has been designated as requiring the following vetting levels in accordance with the National Vetting Policy - Police Recruitment Vetting (RV).

Shortlisting:

	Detail focused with e concern for accuracy	EE4
	In depth knowledge of relevant financial statements, finance procedures and "best practice"	EE5

Policing Professional Framework

Category	Name	Level Name	Level Description
Technical Skill	Equal Opportunities	4	Demonstrates sensitivity and understanding to the feelings and views of others and is able to provide constructive and supportive assistance to colleagues who feel victimised or subjected to harassment...
Technical Skill	Health and Safety	3	Has a basic understanding of health and safety issues affecting the current role and working environment. Takes responsibility for personal safety and the safety of others. Aware of hazards and reports...
Technical Skill	Interviewing - General	4	Has received some training in reliable interviewing techniques and is able to apply these techniques fairly, consistently and to good effect. Identifies the key issues for examination and tests these...
Technical Skill	Office Technology	4	Demonstrates advanced skills in the use of one or more office software products. Able to use these packages to enhance the quality or presentation of work required within the role. Manages data files...
Technical Skill	Knowledge of Police Environment and Policy	4	Displays a general appreciation of changes affecting the police service. Understands the inter-relationships between the roles of the various operational and support activities, and how organisation ...
Technical Skill	Reports	4	Able to prepare an accurate report based upon a set of papers or a series of complex information within given time limits. Able to review files, intelligence packages and/or other reports and make amendments...
Technical Skill	Statistical Analysis	4	Fully conversant with the mathematical bases for many types of statistical calculation and analysis. Able to identify trends from available data and the requirements for further data gathering to improve...
Technical Skill	Customer Services	6	Develops and implements plans to meet customer requirements. Agrees requirements with customers, plans appropriate work activities and allocates tasks. Monitors the quality of products and services to ensure...
Behavioural Competencies	Verbal Communication	5	Encourages open two way communication when appropriate. Accurately establishes and may promote discussion on the intentions behind a speaker's immediate message. Effectively controls meetings...
Behavioural Competencies	Written Communication	5	Effective presentation of reports, making good use of figures and graphs to support text when appropriate. Effective summarisation of salient points. Produces situation reports, options...
Technical Skill	Finance - Payments	5	Able to regulate, monitor and control the operation of all exchequer systems (imprest, collection and deposit accounts, and fund payment and salaries accounts) which enable the accurate processing of ...
Technical Skill	Business Planning	4	Gathers relevant information and statistics to support the business planning process at district level. Identifies key objectives in order to improve local performance and ensures these are aligned with...
Technical Skill	Finance - Budget Preparation	5	Can undertake detailed checking of budget proposals ensuring that all aspects of expenditure have been considered and accounted for. Plans and assists with the implementation of remedial action based...
Technical Skill	Finance - Management Costing	5	Able to quality assure costing projects and services, ensuring that they accurately reflect and fit the financial context of the force. Able to produce high quality well presented summaries of findings...

Behavioural Competencies	Creativity and Innovation	5	Identifies activities requiring updating. Generates original ideas, and develops working solutions for implementation, to enable the achievement of objectives. Encourages colleagues to share and...
Technical Skill	Finance - Final Accounts Production	5	Able to produce and enforce the close down timetable for the force. Produces high quality, well presented and properly balanced set of books for the force. Undertakes a quality assurance role to gai...
Technical Skill	Finance - Taxation and VAT	4	Has a detailed knowledge of VAT and taxation issues, is familiar with and uses sources of information for resolving many complex queries and is able to provide authoritative advice to managers in othe...
Behavioural Competencies	Decision Making	5	Defines and declares key criteria. Gives due consideration to competing priorities and available resources. Demonstrates an understanding of resource and performance management issues. Thinks...
Behavioural Competencies	Leadership	5	Confident and takes charge of situations when dealing with staff and/or the public at significant incidents or gatherings. Has moral courage and takes responsibility. Confidently manages more var...
Behavioural Competencies	Managing and Developing Staff	5	Monitors and retains relevant performance indicators. Shows the ability to correctly interpret and act upon information. Actively encourages personal monitoring and self development. Discuss...
Behavioural Competencies	Operational and Strategic Planning	4	Aware of strategic direction and appropriately implements operational objectives and priorities. Ensures effective recording of operational objectives and priorities. Disseminates infor...
Behavioural Competencies	Relationships with Colleagues	5	Demonstrates an awareness of the capabilities of members of the team and of the personal contribution made by each member. Identifies roles and tasks and wins commitment from colleagues. Actively ...
Behavioural Competencies	Relationships with the Public/Customers	5	Sensitive to the needs of the community. Good awareness of local political and cultural issues. Provides a high quality of service to customers. Able to effectively impact and influence group situa...
Behavioural Competencies	Self Management	5	Undertakes a high workload and routinely deliver quality performance with minimal supervision. Comfortable in every aspect of current role. Copes well with setbacks and maintains a positive dispo...
Behavioural Competencies	Self Motivation	5	Accepts responsibility for self development, regularly seeking opportunities to enhance and extend personal skills. Flexible and adapts well to change. Demonstrates personal commitment to...
Policing Professional Framework	Public service - Serving the Public	Middle Manager	Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Ensures that all staff understand the expectations, changing needs and concern...
Policing Professional Framework	Leadership - Leading Change	Middle Manager	Positive about change, adapting to changing circumstances and encouraging flexibility in others. Identifies and implements improvements to service delivery, engaging people in the change process and ...
Policing Professional Framework	Leadership - Leading people	Middle Manager	Inspires people to meet challenging goals, maintaining the momentum of change. Gives direction and states expectations clearly. Talks positively about policing, creating enthusiasm and commitment. Mo...
Policing Professional Framework	Leadership - Managing Performance	Middle Manager	Translates strategy into specific plans and actions, effectively managing competing priorities with available resources. Takes a planned and organised approach to achieving objectives, defining clear ...
Policing Professional Framework	Professionalism	Middle Manager	Acts with integrity, in line with the values and ethical standards of the Police Service. Acts on own initiative to address issues, showing energy and determination to get things done. Takes ownershi...
Policing Professional Framework	Decision Making	Middle Manager	Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options, evaluating evidence and seeking advice ...
Policing Professional Framework	Working with others	Middle Manager	Builds effective working relationships with people through clear communication and a collaborative approach. Maintains visibility by regularly interacting and talking with people. Consults widely an...