



Staffordshire Police - Role Profile

Finance Business Partner

Grade/Rank:	H
Directorate:	Enabling Services
Reports to:	Deputy Chief Finance Officer
Direct Reports:	Yes – Finance Officer/Trainee Accountant

Role Purpose

To provide Heads of Service and senior management with professional financial and business advice to support them to deliver the best possible service within the resources available.

To ensure the annual revenue budget is appropriately prepared and there are clear links to operational activity. Monthly reporting is prepared on an accrual basis, by budget head and command, reports are analysed for trend analysis and forecasting purposes.

To be responsible for administration and forecasting of applicable funding grants.

To assist in the statutory year-end financial accounts where applicable.

Key Tasks and Responsibilities:

- To be responsible for the production of monthly management accounts, finance reports, pay analysis and associated reconciliations for area of responsibility.
- Have constant liaison with Heads of Service and senior managers to ensure the financial plans for commands are clearly linked to operational activity and ensuring value for money is achieved and that spend against budgets is accurately recorded and reported.
- To work with Heads of Service and senior managers to drive forward a challenging change programme, capturing and monitoring the business benefits and financial impacts. This includes responsibility for ensuring that all benefits are captured accurately and fully realised by the appropriate changes to force budgets.
- To liaise with the Partnerships and Income Manager for all partnership and grant related funding issues where applicable. This will include conducting financial appraisals on any external bids and ensuring that appropriate monitoring reports and returns are submitted to relevant organisations, as required.
- To ensure financial month end is closed on an accrual basis, analysing financial reports to discuss with Heads of Service and senior managers to report on variances, identify pressures and support the realisation of identified savings.
- To support capital budget holders with capital scheme evaluations, using recognised financial appraisal techniques to ensure options are fully evaluated and are presented in a way that aids corporate decision making.
- To produce, monitor and reconcile the applicable grants ensuring



- relevant accounts are administered and forecast appropriately.
- To work with People Business Partners ensuring the commands operate within their formal establishment of budgeted posts, managing structural changes as and when necessary in line with business change procedures.
- Provide day to day leadership, management and development of Finance Officers to ensure the delivery of a professional financial management service.
- To interpret financial regulations and accounting instructions and provide advice and guidance to the command management team in relation to their responsibilities as budget holders, ensuring that financial protocols are understood and upheld when preparing budgets and providing financial advice.
- As the critical liaison between the business areas and Finance, ensure that relationships are maintained with other commands, functional managers and stakeholders so as they understand the needs of the Finance function and to ensure finance is fully informed of those commands' objectives, purposes and achievements.
- To assist in the year end statutory financial accounts as required.
- To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.

And to be accountable for: (i.e. responsibilities held by others but measured and owned by this role)

- Finance Officer and/or Finance Officer (Trainee Accountant)
- The production of timely, accurate and reliable financial information

Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

Resolute, compassionate and committed

We are emotionally aware	Valuing Diversity	3
	Managing Sensitivities/Political Savvy	4
We take ownership	Customer Service	4
	Maintaining Accuracy/Sustainable Working	4

Inclusive, enabling and visionary leadership

We are collaborative	Partner Working	3
	Managing Complexity/Strategic Planning	3
We deliver, support and inspire	(self) Leadership	3
	Supporting Colleagues/Coaching & Mentoring	4

Intelligent, creative and informed policing

We analyse	Problem Solving	3
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critically		Situational Judgement	3
We are innovative and open-minded		Continuous Improvement	3
		Futurology	3

Education, Qualifications and Experience

Essential:

- CCAB qualification (or CIMA) or significant experience operating as a Finance Business Partner*
- An understanding of Public Sector Financial Regulations and Policies and an understanding of wider accounting regulations and principles
- An understanding of business change principles including a working knowledge of how to effectively manage change and effectively realise benefits
- Substantial and relevant experience of managing and controlling budgets and providing effective business support at a senior level.
- Experience of managing and developing staffing, in particular those holding or working towards the AAT qualification.
- Experience of conducting capital project appraisals using techniques such as net present value calculations and buy back periods
- Demonstrate a track record of providing a high quality, customer focused financial service

* It is essential to be able to demonstrate significant experience in the following areas of business:

- Management Accounting
- Financial Accounting
- Leading Business Case Development in relation to the financial elements
- Supporting a change programme
- Knowledge and application of contract law in relation to commissioned contracts
- Demonstrate a knowledge of the sources of finance available to Police
- Your impact on and experience of multi-agency working
- Demonstrate your impact on strategy and policy development
- Experience of matrix managing a diverse team

Skills Matrix (See Skills Matrix)

Essential:

- Ability to build effective working relationships at all levels of the organisation
- Ability to interpret and extrapolate financial data and present in a clear, well-structured way that can be easily understood by non-financial users
- Ability to look wider than the financial implications of business decisions and identify and assess the wider strategic impacts
- Effective interpersonal skills
- High level of communication skills

Leadership Passport Level	Practitioner s & Team Leaders	1 st Line Mngrs	2 nd Line Mngrs	Senior Mngrs
	1	2	3	4

* Indicates that training will be provided as part of the role in this skill



CPD Requirements

- Maintain up to date knowledge on financial legislation and regulations with a view to maintaining up to date best practice in relation to service delivery across the team.
- Complete in line with professional body's requirements

Professional Registration/Licences

CCAB qualified (or CIMA)

Special Conditions

Own car for business use	Yes – full driving licence			
Higher level vetting required	No			
Requirement to wear uniform	No – force dress code policy			
Requirement for post entry training agreement	No			
Fixed hours	No			
Weekend working expected	No			
Shift allowance	No			
Fixed term or temporary role	No			
Politically restricted	No			
On call/standby rota	No			
Flexitime role	Yes			
Other Conditions	No			
Notice Period	1 week	28 Days	1 month	3 months

Agile Profile (See Agile Matrix)

Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
5	5	3	3	3	3