



ROLE PROFILE

Role Title:	Head of Finance
Rank/Grade:	MB3
Reporting to:	Chief Finance Officer, Cambridgeshire Office of the Police and Crime Commissioner (OPCC)
Main purpose of the role:	<p>As a senior member of the management team the post holder will be expected to develop and implement financial and resourcing strategies to support the Commissioner to deliver the Police and Crime Plan.</p> <p>In addition the post holder will also enable to the Commissioner to deliver the aspiration of the Transformation strand of the Police and Crime Plan.</p>

Key Responsibilities
<ul style="list-style-type: none"> • To enable the PCC to undertake key statutory functions relating to finance, including the construction of a Medium Term Financial Strategy and setting an annual budget and precept. • To work with the PCC, other members of the Senior Management Team and partners to co-ordinate the drafting and development of the annual report and Medium Term Financial Strategy. • Develop the planning process to ensure a strong linkage between business planning and financial planning • To work with the Constabulary Chief Finance Officer (CFO) to develop a benefits realisation strategy to enable the Commissioner to hold the Chief Constable to account for transformation of the Constabulary. • To work with the OPCC CFO to develop a benefits realisation strategy for the OPCC to enable the Commissioner to monitor delivery of the Police and Crime Plan • To lead the development of the OPCC commissioning process in conjunction with the Head of Strategic Partnerships and Commissioning, to ensure maximum leverage to enable delivery of the Police and Crime Plan objectives. • To oversee all day to day financial management activities of the OPCC • To undertake such other reasonable duties as the Chief Executive may from time to time determine – managing team resources to contribute to the general resilience of the office to support the PCC effectively.

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
In accordance with the financial scheme of delegation.	Staff responsibility for OPCC Strategic Accountant

Entry Requirements
<ul style="list-style-type: none"> • Financial Accounting qualification required from one of the major recognised accountancy bodies • 3 years relevant experience in either or both the public and commercial sectors • Senior level experience, heading a financial function • Experience of: <ul style="list-style-type: none"> operating effectively with senior leaders and partners in a complex political environment reporting to board level providing advice to senior staff / Board members/stakeholders managing staff strategic risk management benefits realisation developing compliance frameworks for statutory functions

ROLE PROFILE

- Excellent communication, presentational and interpersonal skills, with the ability to constructively debate proposals with senior colleagues.
- Has knowledge of:
 - compliance frameworks relevant to the OPCC, information governance, Health & Safety, IT systems which are able to support business processes
 - HR,
 - Risk management
 - Policing or fire environment desirable
- Ability to
 - apply knowledge and skills above to successful strategy and decision making

Any other General Requirements/Scope

- The post holder will be required to hold a driving licence and business insurance needs to be organised by the individual
- Vetting is required, as advised by the vetting unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

Obligatory Requirements

- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.

There is a requirement for the role holder to meet the probationary objectives set.

Assessment of Performance in Role

Personal Development Review (PDR)

Behavioural Competencies

We are emotionally aware

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 organisational culture that recognises and values diversity and wellbeing and challenges intolerance. I understand internal and external politics and I am able to wield influence effectively, tailoring my actions to achieve the impact needed. I am able to see things from a variety of perspectives and I use this knowledge to challenge my own thinking, values and assumptions. I ensure that all perspectives inform decision making and communicate the reasons behind decisions in a way that is clear and compelling.

We take ownership

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 and supporting others to make their own decisions and take ownership of their activities. I define and enforce the standards and processes that will help this to happen. I put in place measures that will allow others to take responsibility effectively when I delegate decision making, and at the same time I help them to improve their performance. I create the circumstances (culture and process) that will enable people to undertake development opportunities and improve their performance. I take an organisation-wide view, acknowledging where improvements can be made and taking responsibility for making these happen.

ROLE PROFILE

We are collaborative

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 decision-making structures. I remove practical barriers to collaboration to enable others to take practical steps in building relationships outside the organisation and in other sectors (public, not for profit, and private). I take the lead in partnerships when appropriate and set the way in which partner organisations from all sectors interact with the police. This allows the police to play a major role in the delivery of services to communities. I create an environment where partnership working flourishes and creates tangible benefits for all.

We deliver, support and inspire

I challenge myself and others to bear in mind the police service's vision to provide the best possible service in every decision made. I communicate how the overall vision links to specific plans and objectives so that people are motivated and clearly understand our goals. I ensure that everyone understands their role in helping the police service to achieve this vision. I anticipate and identify organisational barriers that stop the police service from meeting its goals, by putting in place contingencies or removing these. I monitor changes in the external environment, taking actions to influence where possible to ensure positive outcomes. I demonstrate long-term strategic thinking, going beyond personal goals and considering how the police service operates in the broader societal and economic environment. I ensure that my decisions balance the needs of my own force/unit with those of the wider police service and external partners. I motivate and inspire others to deliver challenging goals.

We analyse critically

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 wisely in making decisions, knowing when the 'tried and tested' is not always the most appropriate and being willing to challenge the status quo when beneficial. I seek to identify the key reasons or incidents behind issues, even in ambiguous or unclear situations. I use my knowledge of the wider external environment and long-term situations to inform effective decision making. I acknowledge that some decisions may represent a significant change. I think about the best way to introduce such decisions and win support.

We are innovative and open-minded

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 others stand back from day-to-day activities, in order to review their direction, approach and how they fundamentally see their role in policing. This helps them to adopt fresh perspectives and identify improvements. I work to create an innovative learning culture, recognising and promoting innovative activities. I lead, test and implement new, complex and creative initiatives that involve multiple stakeholders, create significant impact and drive innovation outside of my immediate sphere. I carry accountability for ensuring that the police service remains up to date and at the forefront of global policing.