

## Introduction - Chief Finance Officer

Police and Crime Commissioners are elected every four years to oversee policing, victim services and community safety for each police force area in England and Wales. David Munro is the Police and Crime Commissioner for Surrey and he works in the best interests of protecting the people of Surrey.

The Police and Crime Commissioner is required to set out a [Police and Crime Plan](#), which details his strategic direction and priorities for Surrey. As the Chief Finance Officer, you will play a pivotal role in helping to ensure the vision becomes a reality, by providing essential governance, assurance and challenge.

The PCC has the strategic management of a revenue budget totalling £235.1 million (Surrey Police £233 million, PCC £2.1 million), which is funded 43.9% from Central Government and 56.1% from mainly the Surrey Council Tax Police Precept. In addition the PCC has strategic control over a Capital Budget of £39.9 million, which includes provision for the purchase of a new site in Leatherhead. On this site a new Surrey Police Headquarters will be designed, built and commissioned, at an estimated cost of circa £83 million, funding being provided from a combination of sales of existing property assets and borrowing.

Please take some time to read through our application pack. We would very much like to hear from you if you feel you meet the requirements of role to support the PCC in safeguarding local communities and ensuring Surrey Police is well placed to meet the challenges of the future.

## Application process

To apply for this role, you must be a member of a chartered accounting body. The qualifications for the Chief Finance Officer are set out in section 113 of the Local Government Finance Act 1988.

All applications must be made online via the jobs pages of Surrey Police's website - [www.surrey.police.uk](http://www.surrey.police.uk). For informal enquiries, please contact OPCC Chief Finance Officer Ian Perkin on 01483 630200 or [ian.perkin@surrey.pnn.police.uk](mailto:ian.perkin@surrey.pnn.police.uk)

Closing date for applications: noon Wednesday 9<sup>th</sup> October

Interviews will be held on 4<sup>th</sup> and 5<sup>th</sup> November

Anticipated start date: 2<sup>nd</sup> March 2020

Please note all OPCC posts are subject to Police Vetting and this role is politically restricted.

# OFFICE OF THE SURREY POLICE & CRIME

## COMMISSIONER

### Job Profile

<b>Job Title:</b>	<b>Chief Finance Officer</b>
<b>Reports to:</b>	<b>Chief Executive Officer</b>
<b>Salary:</b>	<b>£80,559 per annum</b> <b>full time (36 hours a week – with flexibility for some home working)</b>
<b>Supervisory Responsibility:</b>	<b>1 FTE staff</b>
<b>Based at:</b>	<b>Surrey Police HQ, Mount Browne, Guildford</b>

#### Role summary

The key purpose of the role is to ensure the financial affairs of the Police and Crime Commissioner for Surrey are properly administered and that sound financial management arrangements are in place across the Office of the Police and Crime Commissioner (OPCC) and Surrey Police. The Chief Finance Officer (CFO) also acts as strategic financial advisor to the Police and Crime Commissioner (PCC) and supports the Chief Executive in delivery of the PCC's vision, strategy and identified priorities, advising on the financial implications of policy options and allocation of resources.

This is a statutory role and the statutory responsibilities 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 Local Government Finance Act 1988 Section 151 Officer for the Police and Crime Commissioner for Surrey.

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#### Key working relationships

- The Police and Crime Commissioner and Chief Executive
- The Police and Crime Panel
- Joint Audit Committee
- Surrey Police Director for Commercial & Financial Services
- Surrey Police Chief Constable and Chief Officers
- National and regional finance officer bodies and networks
- Local partnership finance leads
- Office of the Police and Crime Commissioner for Sussex Chief Finance Officer

### **Key strategic and management responsibilities**

The Chief Finance Officer is the Police and Crime Commissioner's professional adviser on financial matters and will:

- be a key member of the OPCC Senior Leadership 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
- advise the PCC, separately and in liaison with the Chief Constable and Chief Constable's Director for Commercial & Financial Services, on the overall financial plan, particularly on the precept and grant, to ensure effective financial governance arrangements are in place, in line with best practice, and effectively communicated
- lead on development of the PCC's financial strategy and be actively involved in, and able to bring influence to bear on all strategic business decisions of the OPCC, ensuring all financial implications, opportunities and risks are fully considered, and align with the OPCC's financial strategy
- lead the promotion and delivery by the OPCC of good financial management so public money is safeguarded at all times and used appropriately, economically, efficiently and effectively; and must ensure the force finance function is resourced to be fit for purpose
- liaise with the Surrey Police Director for Commercial & Financial Services to advise the PCC and Chief Constable of Surrey Police on value for money in relation to all aspects of OPCC and Chief Constable/Force expenditure
- represent the OPCC at national and regional networks including the Police and Crime Commissioners Treasurers Society (PaCCTS) and the Surrey Treasurers Association
- ensure publication of the Annual Statement of Accounts and other external reporting requirements of the Police and Crime Commissioner for Surrey, in accordance with statutory requirements and deadlines
- lead on the development of the medium term financial strategy, and associated reserves and treasury management strategy and arrangements
- arrange for the determination and issuing of the relevant precept demands
- be jointly responsible with the Surrey Police Director for Commercial & Financial Services for managing the Internal Audit function
- take the lead role in supporting the effective functions of the Joint Audit Committee
- to take client side responsibility for effective financial management of the Building the Future new headquarters construction project

- manage the OPCC Office Manager, and work closely with other OPCC staff to lead, develop and support the team
- Chair the Surrey Homes Board, the Surrey Police Officer Pension Board and the Surrey Police Staff Pension Board

## **1. Statutory responsibilities**

The Chief Finance Officer of the OPCC is responsible for:

- ensuring the financial affairs of the OPCC are properly administered and financial regulations are observed and kept up to date
- ensuring regularity, propriety and Value for Money (VfM) in the use of public funds
- ensuring 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 OPCC
- reporting to the PCC, the Police and Crime Panel and to the external auditor when it appears 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 OPCC
- ensuring receipt and scrutiny of the statement of accounts of the Chief Constable and ensuring production of the group accounts
- Treasury Management and control of what Bank Accounts Surrey Police can open and close
- advising the PCC in his statutory duty to manage the level of reserves that should be prudently maintained
- liaising with the internal auditor and 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

- advising, in consultation with the Chief Executive, on the safeguarding of assets, including risk management and insurance

**Note:** The CFO of the Police and Crime Commissioner for Surrey 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 of Surrey's accounts, including the Surrey Police Group Accounts. The Chief Finance Officer of the Office of the Police and Crime Commissioner is the PCC's professional advisor on financial matters.

## 2. Knowledge, Skills and Competencies

1.	Member of a chartered accounting body. The qualifications for the Chief Finance Officer are set out in section 113 of the Local Government Finance Act 1988
2.	Understanding and ideally experience of fulfilling the role of a section 151 officer and the relevant statutory duties
3.	Experience of managing large multi-million pound budgets in a public sector organisation
4.	Experience of operating at a strategic level within a political and high profile environment
5.	Ability to devise sound and effective financial strategies, and to be innovative in developing better ways to deliver value for money and improved services
6.	Ability to identify, assess and manage financial risk effectively
7.	Ability to provide clear, authoritative and impartial advice based on objective financial analysis and interpretation of complex situations
8.	Knowledge of the financial environment within which policing operates
9.	Ability to give clear professional advice to political leaders and senior colleagues including the ability to challenge where legal and professional standards are not being upheld
10.	Ability to make sound and timely decisions, weighing up the wider impact of costs, benefits and risks involved
11.	Ability to work with and influence senior finance and other operational colleagues to achieve agreed objectives
12.	Understanding the importance of scrutiny, audit, governance and risk management arrangements
13.	Ability to network and build effective stakeholder relationships at a local and national level
14.	Ability to lead and manage staff, providing direction and guidance and effectively leading colleagues through change, as a key member of the OPCC Senior Leadership Team

### 3. Other Job Requirements

- To carry out other duties of the role as reasonably required by the Police and Crime Commissioner for Surrey
- The post holder is required to successfully pass Security Check Vetting
- There may be occasions when the PCC requires additional out of hours working, which is arranged flexibly to accommodate individual needs
- This is a politically restricted post under Section 1 of the Local Government and Housing Act 1989. In summary, the restrictions for the post-holder include:
  - Becoming (whether by election or otherwise) or remaining a member of a Local Authority, of the National Assembly for 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 officers;
  - Holding office in a political party;
  - Canvassing at elections; and
  - Speaking or writing publicly on matters of party political controversy

**The post holder should note that some or all of the duties and responsibilities detailed in this Job Profile require compliance with nationally agreed operating rules for accessing PNC and other information systems.**

- **PNC Code of Connections Volume 1 (version 2.1)**
- **Data Protection Act 1998**
- **Computer Misuse Act 1990**
- **Official Secrets Act 1989**