



Durham Police and Crime Commissioner's Office

**Chief Finance Officer
Recruitment
Candidate Information pack**

Foreword from Durham Police and Crime Commissioner Joy Allen



Do you want to work in an environment that offers the opportunity to influence financial policy at both a local and national level?

Do you want to ensure public money is spent effectively and receives value for money across community safety and policing?

If the answer is yes, I want to hear from you!

I am recruiting a Chief Finance Officer on a part time basis for 22.5 hours a week (ie 3 days per week), to fulfil the statutory role in the Office of the Police and Crime Commissioner (OPCC). This important role will be the S151 Officer as well as carrying out other responsibilities under the Police Reform and Social Responsibility Act 2011 and the Local Government Finance Act 1998.

You will support my priorities through my Police and Crime Plan, helping me to fund what really matters to our local residents and leading a small team to ensure that the financial affairs of the OPCC are properly administered and financial regulations are followed.

You will be a key member of the OPCCs Senior Leadership Team and will work closely with my Chief of Staff in carrying out the statutory responsibilities of the OPCC including holding the police Force to account and collaboration on joint priorities with partners. You will be involved in developing and implementing Strategy and delivering strategic objectives sustainably and in the public interest.

In the last two years my Office have been successful in bringing additional funding into policing and community safety, making a difference to all of our communities in County Durham and Darlington.



Safer Streets 4 - £1.5m



ASB Trailblazer Pilot – Hotspot Policing & Immediate Justice circa £4m over 2 years



Serious Violence £310K+



Partner funding – Domestic Abuse/Survivor Champion £120K+

About Police and Crime Commissioners

Police and Crime Commissioners are directly elected politicians who are responsible for securing an “efficient and effective” police force for their area. They have statutory functions as set out in the Police Reform and Social Responsibility Act 2011.

The principal powers of the police and crime commissioner are:

- the power to appoint, re-appoint and dismiss the chief constable;
- the power to set the force’s budget and consult on the precept (a council tax charge for policing);
- bring together community safety and criminal justice partners, to make sure local priorities are joined up; and
- the power to establish local priorities for the force through the police and crime plan.

Before establishing a police and crime plan, the PCC must consult the chief constable and the local Police and Crime Panel. They must also make arrangements for obtaining the views of local people, including victims of crime, about policing in the area.

PCCs receive their funding from a variety of sources, but the two main sources are from Central Government and the local precept. The local precept is the portion of your council tax that goes towards paying for policing.

The role of the Chief Finance Officer in the Office of the Police and Crime Commissioner

The Chief Finance Officer to the Police and Crime Commissioner and the CFO to the Chief Constable need to work closely together. This working relationship is of fundamental importance.

Both CFOs need to ensure that their responsibilities can be fully delivered and assurances and information exchanged to fulfil the statutory and professional responsibilities of the CFO roles. The CC must give the PCC such information on policing matters that the PCC requires and the OPCC CFO must have full access to all relevant financial information.

The Chartered Institute of Public Finance and Accountancy outlines five key principles that define the core activities and behaviours of the role of CFO.

Principle 1

The Chief Finance Officer of the PCC is a key member of the Leadership Team, helping it to develop and implement strategy and to resource and deliver the PCC's strategic objectives sustainably and in the public interest.

Principle 2

The CFO must be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered, and align with the overall financial strategy.

Principle 3

The CFO must lead and encourage the promotion and delivery of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently, and effectively.

Principle 4

The CFO must lead and direct a finance function that is resourced to be fit for purpose.

Principle 5

The CFO must be professionally qualified and suitably experienced.



Ref:

Job Title Chief Finance Officer

Location: Police Headquarters, Aykley Heads

Salary: Grade L – £59,118 - £64,992 (pro-rata) + £5,000 market supplement

Hours: Part time - 3 days per week (22.5 hours) – negotiable with the successful candidate

Job type: Permanent

Closing Date: **XXXX**

Role Details:

The key purpose of the role is to ensure the financial affairs of the Durham Police and Crime Commissioner are properly administrated and that sound financial management arrangements are in place across the Office of the Police and Crime Commissioner (OPCC).

The Chief Finance Officer (CFO) also acts as strategic financial advisor to the Police and Crime Commissioner (PCC) and supports the Chief of Staff in delivery of the PCC's vision, strategy and identified priorities, advising on the financial implications of policy options and allocation of resources. The post fulfils the requirements of the Police Reform and Social Responsibility Act 2011 and is therefore a statutory role.

Key Working Relationships:

- The Police and Crime Commissioner
- OPCC Chief of Staff
- Senior leadership team, OPCC
- The Police and Crime Panel
- Joint Independent Audit Committee
- Durham Constabulary CFO
- Local Authority – Resource Directorates
- National and Regional finance officer bodies and networks

For further enquiries regarding the vacancy please contact Andrea Petty, Chief of Staff, OPCC on andrea.petty@durham-pcc.gov.uk

The Office of the Police & Crime Commissioner

JOB DESCRIPTION

Chief Finance Officer

Grade L: £59,118 - £64,992 + £5,000 market supplement

Tasked by: Durham Police and Crime Commissioner and OPCC Chief of Staff

Job Purpose

Key roles and responsibilities of this post:

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

1. Be the s151 officer for the OPCC.
2. Be a key member of the OPCC Senior Leadership Team, working closely with the Chief of Staff to develop and implement organisational strategy and policy, and to resource and deliver the PCC's Police and Crime Plan, sustainably and in the public interest.
3. Advise the PCC on the overall medium term financial plan and its implications, to ensure effective financial governance arrangements are in place, in line with best practice, and effectively communicated.
4. Lead on the 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 PCC, ensuring all financial implications, opportunities and risks are fully considered, and align with the PCC's financial strategy.
5. Lead on the budget setting, reserves and treasury management strategy and arrangements.
6. Lead on the promotion and delivery by the PCC of good financial management so public money is safeguarded at all times and used appropriately, economically, efficiently, and effectively; and must ensure the OPCC finance function is fit for purpose and provides value for money.
7. Represent the PCC/OPCC at national and regional events / networks including the Police and Crime Commissioners' Treasurers Society PaCCTS.
8. Ensure publication of all relevant external reporting requirements of the Durham Police and Crime Commissioner, in accordance with statutory requirements and deadlines.
9. Arrange for the determination and issuing of the relevant precept demands.

10. Take the lead role in supporting the effective functions of the Joint Independent Audit Committee.
11. Lead on governance across the OPCC, ensuring open and transparent systems and decision making are in place.
12. Manage and develop a small team of staff.

Note: The CFO role of the Police and Crime Commissioner 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 accounts, including the Constabulary accounts. The Chief Finance Officer of the Office of the Police and Crime Commissioner is the PCC's professional advisor on financial matters.

The duties and responsibilities outlined above cannot encompass or define all tasks which may be required of the post holder. The outline of duties and responsibilities given above therefore may vary from time to time without materially changing either the character or level of responsibility and these factors are reflected in the grade applied to the post.

This is a politically restricted role.

Person Specification

Job Title: Chief Finance Officer

Department: The Office of the Durham Police & Crime Commissioner

Employee	The Successful Candidate should possess the following	Assessment Criteria
Educational Attainment / Professional Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Relevant degree or equivalent in a field related to financial management. • 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 	Sift/Interview
Work Experience	<p>Essential</p> <ul style="list-style-type: none"> • Either demonstrable strategic understanding <u>or</u> recent experience of fulfilling the role of a section 151 officer of the Local Govt Act 1972 and the relevant statutory duties. • 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. • Experience of scrutiny, audit and risk management arrangements. • Ability to lead and manage staff, providing direction and guidance effectively leading colleagues through change, as a key member of the OPCC's Senior Leadership Team • Experience or understanding of the requirements of working in a political setting or with elected officials. • Able to speak publicly and with confidence. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of managing large multi-million-pound budgets in an organisation 	Sift/ Interview
Knowledge / Skills / Aptitudes	<p>Essential</p> <ul style="list-style-type: none"> • Ability to identify, assess and manage financial risk effectively. • Ability to provide clear, authoritative, and impartial advice based on objective financial analysis and interpretation of complex situations. • Ability to work with and influence senior finance and other operational colleagues to achieve agreed objectives. 	Sift / Interview

Employee	The Successful Candidate should possess the following	Assessment Criteria
Disposition	<p>Essential</p> <ul style="list-style-type: none"> • Ability to make sound and timely decisions, weighing up the wider impact of costs, benefits and risks involved. • Must have the ability to manage multiple tasks. • Able to work collaboratively and proactively with internal and external colleagues. • Able to work under pressure to meet specific deadlines. • Ability to network and build effective stakeholder relationships at a local and national level. 	Sift/ Interview
Special Requirements	<p>Essential</p> <ul style="list-style-type: none"> • To be committed to excellent public service and transparency. • To be of the highest integrity. • To have a respect for diversity and be committed to the principles of Equal Opportunities. • To possess a full, current driving license or have access to a means of mobility support. • To work some evenings and weekends for media and engagement activities. 	Sift/ Interview