



## ROLE PROFILE

<b>Post Title:</b>	Deputy Chief Finance Officer (Deputy s.151 Officer)
<b>Grade:</b>	LC13
<b>Location:</b>	Finance Department, Finance, Procurement & Transactional Services, Headquarters
<b>Responsible to:</b>	Chief Finance Officer (CFO)
<b>Responsible for:</b>	Management Accounts (Business Partnering) Team and Financial Accounts Teams

### Job Purpose:

To provide strategic financial support to Lancashire Constabulary with professional finance and business advice to support them to deliver the best possible service within the resources available.

The work with the CFO to develop the Force's Medium Term Financial Strategy and business planning exercises to ensure funding is utilised in the most efficient and effective manner; and to ensure that strategic revenue and capital budgets are aligned to these core plans.

To work with the CFO to provide leadership to ensure that the force's accounting functions are fit for purpose, provide value added services, and are recognised as high performing teams.

To deputise for the CFO in the role as Section 151 Officer, to attend core meetings on their behalf, and take the lead on certain strategic functions as appropriate.

### Key Responsibilities:

- This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.
- To provide strategic direction to senior accountants to enable accounting functions to deliver joined up services and advice which support the requirements of our stakeholders
- To ensure that teams remain relevant and fit for purpose going forward. To lead them in seeking more efficient and effective ways of working through innovation, collaboration and identifying where tasks add value. To seek alternative solutions to deliver non-value-added services
- To lead on the roll-out of a business partnering service across Lancashire

Constabulary. To engage with stakeholders to identify needs and provide clear advice and direction to teams on how best to support needs

- To work with the CFO and OPCC CFO to forward look. To ensure that risks and opportunities are captured in financial plans and to provide advice to stakeholders where plans are either unaffordable or non-aligned to force strategic direction
- Thus, to ensure that medium term financial plans are agile, clear, and well communicated
- To build strong relationships with senior leaders force wide. Ensuring that financial information is presented in a clear and understandable manner, to consider options for regularity and style of reporting and to scan force wide opportunities for use of existing tools and future opportunities to drive efficiency with finance functions in reporting
- To act as a lead for the senior accountants responsible for financial accounts and statement of accounts/systems/grants. To work with the CFO to set direction and offer experienced support to these teams and approve claims and transactions as appropriate
- To be an authorised signatory for banking and other related activity
- To act as a buffer to the CFO in fielding complex queries and sense checking complex information (such as statement of accounts or external returns)
- To establish strong relationships with all team members such that internal strategic direction is clearly communicated and understood
- To build and strengthen relationships with external stakeholders – such as regional and national peers and partners to ensure that direction of travel and best practices elsewhere are understood and considered
- Alongside the CFO, to lead on people issues across the teams, including appointments and performance reviews
- Deliver presentations and briefings to stakeholders as appropriate
- To promote and comply with Lancashire Constabulary's obligations under the Equality Act 2010 and Health & Safety, both in the delivery of service and the treatment of others.
- Take responsibility for improving your performance by participating in the PDR process with the CFO
- To carry out any other duties which are consistent with the nature, responsibilities, and grading of the post

### Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

### Resolute, compassionate and committed

Behaviour	Level	To be Identified by
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We are emotionally aware	3	Interview
We take ownership	3	Interview
<b>Inclusive, enabling and visionary leadership</b>		
We are collaborative	3	Interview
We deliver, support and inspire	3	Interview
<b>Intelligent, creative and informed policing</b>		
We analyse critically	3	Interview
We are innovative and open minded	3	Interview

<b>Values :</b>	
All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.	
<b>Integrity</b>	<b>Impartiality</b>
<b>Public Service</b>	<b>Transparency</b>

<b>Qualification</b>		
<b>Essential</b>	<b>Desirable</b>	<b>To be identified by</b>
CCAB (or CIMA) fully qualified		Application Form
<b>Knowledge / Experience</b>		
Experience of providing services to multiple stakeholder organisations, including the management of competing tensions within these organisations		Application Form/Interview
Firm grasp of financial regulations and policies and an understanding of wider accounting regulation and principles		Application Form/Interview
An understanding of business change principles including a working knowledge of how to effectively manage change and effectively realise benefits		Application Form/Interview
Substantial and relevant experience of managing and		Application Form/Interview

controlling budgets and providing effective financial support at a senior level		
Proven experience of delivering strong financial outcomes through effective collaboration and liaison		Application Form/Interview
Ability to demonstrate a track record of a providing high quality, customer focussed, financial service		Application Form/Interview
Experience of undertaking high-level contract review meetings		Application Form/Interview
Proven ability to build effective working relationships at all levels of the organisation		Application Form/Interview
Ability to interpret and extrapolate financial data in a clear, well structured, way that can be easily understood by non-financial users		Application Form/Interview
Ability to look wider than the financial implications of business decisions and identify and assess the wider strategic impacts		Application Form/Interview
Excellent and effective interpersonal skills		Application Form/Interview
High level of communication, negotiation and influencing skills. A record of influencing decision making		Application Form/Interview
	Experience of successfully managing projects	Application Form/Interview
<b>Other</b>		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
Able to demonstrate self-motivation and willingness to develop within the role		Application Form/Interview
Has the ability to travel on Constabulary business as required		Application Form

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deems appropriate.

**Date last updated: 08/08/22**