

# LANCASHIRE CONSTABULARY ROLE PROFILE



**Lancashire**  
**Constabulary**  
police and communities together

- Post Title:** Senior Financial Accountant & Transactional Services
- Location:** Lancashire Constabulary Headquarters
- Responsible to:** Head of Finance, Procurement and Transactional Services
- Responsible for:** Financial Accountant
- Job Purpose:** To provide leadership, direction and development for the financial accounting. Maintain, control and develop the Force's financial management information systems ensuring maximum benefits are realised.
- To be responsible for leading positive culture change across the workforce and ensuring that the Standards of Professional Behaviour are embedded.
- Grade:** LC10

## KEY RESULT AREAS

**This is not a comprehensive list of all the tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken**

### Organisational management

1. Develop and deliver strategies and policies for all aspects of Financial Accounting, maximising potential to meet the needs of the Constabulary and its customers.
2. Provide professional support and advice to the Head of Finance, Procurement and Transactional Services, Director of Resources and OPCC, Divisional Commanders, other Heads of Profession, Senior Managers & Service Users on matters included with the scope of responsibilities.
3. Be responsible for the maintenance, control and development of the Force financial management information systems.
4. Establish and maintain effective financial, i-procurement, payments and receivables systems and monitoring processes in support of the Constabulary's objectives and priorities.

5. Be responsible for leading, daily management and function of the financial and transactional services.
6. Provide leadership and direction to the Financial Accounting & Transactional Services section, ensuring service delivery is aligned to operational and customer needs.
7. Liaise with the Senior Management Accountant and Senior Technical Accountant in developing the Chart of Accounts to ensure reporting structures meet both Constabulary and statutory requirements.
8. Liaise with Procurement & Contracts Section for contracts compliance advice.
9. Co-ordinate and ensure completion of year-end processes in accordance with set timescales.
10. Working with the service providers to define and implement finance policies, processes and procedures and to ensure that financial transactions are accurately recorded in the ledger, in line with statutory legislation and that errors are minimised.
11. Provide effective contracts management within own area of responsibility.
12. Ensure that high quality and value for money financial and transactional services are delivered by the section.
13. Using Systems Thinking review methodology, gain thorough understanding of the demand, customers and stakeholders within own area of responsibility.
14. Ensure through continuous improvement that the service is reviewed in order to remain customer focused, effective and efficient.
15. Take a proactive approach to the development of processes and procedures aiming for continuous improvement in the production of accounts, compliance with changes in statutory accounting practices and quality of service.
16. Ensure best use of technology, people and other resources within own area of responsibility.

### **Regulatory compliance**

17. Keep up to date with legislation and regulations relating to own area of responsibility.
18. Keep up to date with VAT reporting requirements and ensure compliance.
19. Monitor and review the effects of new legislation and regulations on own area of responsibility, and take timely and appropriate actions to implement necessary changes to policy and working practices.
20. Provide governance and ensure that processes are in place to assure compliance with standing orders and financial regulations.

21. Ensure that statutory and other statistical returns are submitted and manage in the production of information under the publication scheme.
22. Manage co-operation with internal and external audits, inspections and reviews, ensuring provision of appropriate and timely information and submission of statutory returns. Work with Heads of Profession, Senior Business Managers and other relevant business users to co-ordinate the implementation of recommendations.

### **Budgetary / Financial control**

23. Be responsible for the production of BRAVO spend analysis.
24. Be responsible for maintaining fees and charges register and ensure continuous review of internally determined charges.
25. Ensure creditor payments are made in line with Service Level Agreements and debts are raised and recovered effectively in line with Force Policy.
26. Develop and monitor KPIs for own area of responsibility, to ensure the delivery for Value For Money services.

### **People – stakeholders, partners and staff**

27. Support the implementation of Organisational Development and Valuing Difference strategies.
28. Manage stakeholder engagement with regards to own area of responsibility at all levels, both internally and externally.
29. Ensure that Constabulary is represented and is proactive at relevant local, regional and national meetings and forums.
30. Be responsible for the welfare, wellbeing and health and safety of people within the section.
31. Be responsible for the management, development, motivation and performance of staff within the section, to ensure that consistent quality services are provided.
32. Ensure that capacity, capability and resilience within own area of responsibility are understood and mapped out.

### **General requirements**

33. Demonstrate a strong commitment to delivering a high standard of services with emphasis on quality at all times.
34. 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.
35. Take responsibility for improving your performance by participating in the Continuous Professional Development (CPD) process with your manager.
36. Undertake other duties and additional responsibilities which are consistent with the nature, responsibilities and grading of the post.

## CANDIDATE SPECIFICATION

<b>Essential</b>	<b>Desirable</b>	<b>To be identified by:</b>
<b>Qualifications</b>		
Fully qualified member of an accountancy body recognised by the CCAB	Recruitment & Selection Trained	Application Form / Certificate
Evidence of Continuing Professional Development		Application Form
<b>Knowledge/Experience</b>		
Experience of financial accounting systems and procedures	Experience of ORACLE systems	Application Form/ Interview
Experience of interpreting complex numerical information and policy, procedures and legislation		Application Form/ Interview
Experience of preparing policy documents and complex written reports		Application Form/ Interview
Experience of maintaining, developing and controlling the use of financial information systems		Application Form/ Interview
Experience of developing and implementing efficient and effective working practices, providing a high level of customer service in line with audit recommendations		Application Form/ Interview
Experience of managing, motivating and developing staff in order to achieve business objectives		Application Form/ Interview
Experience of communicating effectively across a wide spectrum of people, both individually and in groups		Application Form/ Interview
Experience of chairing meetings and have the ability to engage with a wide range of stakeholders, internally and externally		Application Form/ Interview
A competent knowledge of Microsoft Software Applications including MS Office– Word, Excel, Outlook & PowerPoint	Experience of using software applications specific for this business area	Application Form/ Interview
Experience of designing spreadsheets with pivot tables and lookup formula for analysis and reporting		Interview
Knowledge of Health & Safety, Equal Opportunities, Data Protection Principles and Community & Race Relations Legislation/issues		Interview
<b>Other</b>		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		AC1 Form (internal applicants) Application Form and References (external)
Demonstrates a flexible approach to working practices and hours		Application Form / Interview
Demonstrates self-motivation and willingness to develop self within the role		Application Form / Interview
The ability and willingness to travel on Constabulary business, as required		Application Form / Interview
Full valid Driving Licence		Application Form

<b>Personal Qualities</b>	
<p><b>Decision Making</b> Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options before making clear, timely, justifiable decisions. Reviews decisions in the light of new information and changing circumstances. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.</p>	Assessment & Interview / CPD*
<p><b>Leadership - Leading Change</b> Positive about change, adapting rapidly to different ways of working. Flexible and open to alternative approaches to solving problems, and encourages flexibility in others. Constantly looks for ways to improve service delivery and value for money, making suggestions for change and encouraging others to contribute ideas. Takes an innovative and creative approach to solving problems.</p>	Assessment & Interview / CPD*
<p><b>Leadership - Leading People</b> Inspires team members to meet challenging goals, providing direction and stating expectations clearly. Acknowledges the achievements of individuals and teams by recognising and rewarding good work. Recognises when people are becoming demotivated and provides encouragement and support. Gives honest and constructive feedback to help people understand their strengths and weaknesses. Coaches and guides team members, identifying and addressing areas for development.</p>	Assessment & Interview / CPD*
<p><b>Leadership - Managing Performance</b> Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively to maintain and improve performance. Sets clear objectives and outcomes. Manages multiple priorities, thinking things through in advance, balancing resources and coordinating activity to complete tasks within deadlines. Knows the strengths of team members, delegating appropriately and balancing workloads across the team. Monitors delivery to ensure tasks have been completed to the right standard, and tackles poor performance effectively.</p>	Assessment & Interview / CPD*
<p><b>Professionalism</b> Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations. Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required. Upholds professional standards, acting as a role model to others and challenging unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.</p>	Assessment & Interview / CPD*
<p><b>Public Service</b> Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Understands the expectations, changing needs and concerns of different communities, and strives to address them. Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police. Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them. Develops partnerships with other agencies to deliver the best possible overall service to the public.</p>	Assessment & Interview / CPD*
<p><b>Working with Others</b> Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships and a good team spirit. Explains things well, ensuring instructions are understood and talks to people using language they understand. Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively. Persuades people by stressing the benefits of a particular approach, keeping them informed of progress and managing their expectations. Is courteous, polite and considerate, showing empathy and compassion. Deals with people as individuals and addresses their specific needs and concerns. Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.</p>	Assessment & Interview / CPD*

*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 deemed appropriate.*

*\*Continuous Professional Development (CPD) refers to the on-going internal appraisal scheme that Lancashire Constabulary employ to monitor and develop its employees.*

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