

JOB REMIT

Role	Chief Finance Officer	Salary/Grade	SMT
Reports To	Chief Executive Officer		
Post Reference			
Purpose of the Role			
<p>The Chief Finance Officer of the Mayor's Office of Policing and Crime (MOPAC) is the Deputy Mayor for Policing and Crime's professional adviser on strategic financial matters and principle interface with the Metropolitan Police Service Chief Finance Officer and other professional leads on corporate service and workforce transformation. They are a key member of the Deputy Mayor for Policing and Crime's Leadership Team, and will report to and work closely with the Chief Executive, to develop and deliver the Deputy Mayor's strategic objectives, oversee the efficiency and effectiveness of the Metropolitan Police Service (MPS), negotiate grant allocation from the Home Office, and oversee MOPAC's budget, including commissioning programmes.</p>			
Main Duties and Key Accountabilities of the jobholder			
<p>A. Strategic planning and resource management;</p> <ul style="list-style-type: none"> Ensure effective oversight of the efficiency and effectiveness of the Metropolitan Police Service and oversight of the MPS transformation programme. The Chief Finance Officer is unique in that the statutory duties of this and the Chief Finance Officer of the MPS are similar. While the direct resources under MOPAC are small, the role relies on leverage of expertise in MPS. Therefore the principles of goodwill, professionalism, openness and trust must underpin the relationship. Enforce and subsequently review scheme of consent; Prepare medium term financial strategy, aligned with the Police and Crime Plan; and budget in line with Mayor's budgetary guidance and priorities; <p>B. Oversee development of MPS workforce and professional standards to ensure maximum productivity</p> <ul style="list-style-type: none"> Overall oversight of asset management, including significant change to the MPS estates; Oversee investment appraisal and support DMPC decisions on award and management of contracts, including the significant IT transformation; With the Director of Integrated Offender Management and Commissioner, ensure MOPAC commissioning of services and administering of grants is effective in meeting Mayor's objectives and delivering value for money. With MPS, negotiate with the Home Office to ensure effective access to grants. Lead a small, strategic team and leverage the wider resources of MPS and MOPAC to meeting these goals, including review of information and resource sharing arrangements with MPS, to ensure the finance function of MOPAC is resourced to provide a professional financial service. 			

C. Statutory responsibilities: Section 151 Officer

The statutory primary responsibilities and qualifications of the Chief Finance Officer of the Deputy Mayor for Policing and Crime are set within the Financial Management Code of Practice for the Police Service of England and Wales, and underpinned by legislation (i.e the Police Reform and Social Responsibility Act 2011, section 127 of the Greater London Authority Act 1999 (in the case of the Mayor's Office for Policing and Crime) and section 114 of the Local Government Finance Act 1988).

The responsibilities of the Chief Finance Officer include:

- ☐ ensuring that the financial affairs of the Deputy Mayor for Policing and Crime are properly administered and that financial regulations are observed and kept up to date
- ☐ ensuring regularity, propriety and Value for Money (VfM) in the use of public funds
- ☐ ensuring that the funding required to finance agreed programmes is available from Central Government and Welsh Government funding, precept, other contributions and recharges
- ☐ reporting to the Deputy Mayor for Policing and Crime, the Police and Crime Panel and to the external auditor any unlawful, or potentially unlawful, expenditure by the Deputy Mayor for Policing and Crime or officers of the Deputy Mayor for Policing and Crime
- ☐ reporting to the Deputy Mayor for Policing and Crime, the Police and Crime Panel and to the external auditor when it appears that expenditure is likely to exceed the resources available to meet that expenditure

D. Other

- ☐ ensuring production of the statements of accounts of the Deputy Mayor for Policing and Crime
- ☐ ensuring receipt and scrutiny of the statements of accounts of the Chief Constable and ensuring production of the group accounts
- ☐ liaising with the external auditor
- ☐ advising the Deputy Mayor for Policing and Crime on the application of value for money principles by the police force to support the Deputy Mayor for Policing and Crime in holding the Chief Constable to account for efficient and effective financial management; and
- ☐ advising, in consultation with the Chief Executive, on the safeguarding of assets, including risk management and insurance.

Working Relationships and Contacts

The Mayors office, MOPAC senior officers, Metropolitan Police Service, Home Office, MOPAC strategic partners

Role Requirements

Skills, experience, personal qualities

- ☐ Applicants must hold a relevant, professional qualification in accountancy e.g. CCAB or CIMA

- ☐ Extensive senior financial leadership experience in a complex environment, within the public sector.
- ☐ An influential leader that can work collaboratively with key stakeholders to translate financial requirements across the organisation. Given the overlap with the role of the MPS Chief Finance Officer, this is particularly important.
- ☐ Strong analytical skills and significant experience of developing financial strategy to support Corporate objectives.
- ☐ A demonstrable track record of developing financial plans and forecasts to monitor income and expenditure
- ☐ Demonstrated track record in leading significant investment appraisal and risk management processes.
- ☐ Potential and willingness to take national leadership role amongst police Chief Finance Officers.

Competencies

Leads strategic change

Develops a clear strategic vision and influences change to develop clear systems and processes to ensure strong financial management.

Leads the workforceEstablishes the standards amongst the finance function to partner with stakeholders and effectively produce, monitor and report financial trends on income and expenditure.

Manages Performance

Manages financial performance effectively to enable MOPAC to hold the Police Commissioner to account.

Politically astute and able to work collaboratively to engage key stakeholders to deliver the strategic objectives

Provides proactive and expert advice

Assimilates complex information quickly, weighing up alternatives and making sound, timely decisions.

Works effectively across organisational boundaries

Builds effective working relationships through clear communication and a collaborative approach.

Maintains visibility and ensures communication processes work effectively.

Acts with Professionalism and integrity

Acts with integrity, in line with the values, ethical standards and codes of corporate governance.

Delivers on promises, demonstrating personal commitment, energy and drive to get things done. Defines and reinforces standards, demonstrating these personally and fostering a culture of personal responsibility.

Political restrictions

This post is politically restricted, and the post-holder will be required to complete appropriate security clearance.

General Responsibilities

- To adhere to MOPAC's Equality & Diversity and Equal Opportunities policies in all activities.
- To be responsible for your own health and safety and that of your colleagues and all others in the workplace, in accordance with MOPAC Health and Safety policies.
- To work in accordance with data protection policies and adhere to Freedom of Information policies where appropriate.
- Maintain the highest standards of personal and professional integrity