

Role Profile and Person Specification

ROLE PROFILE

Role Title:	Finance Adviser	Leadership stage:	1
JRN:	20982 20984 20972 30740	Job family:	
Band:	4, 5, 6, 7, 8	Location:	Agile
Allowances:	As per contract	Politically restricted:	No
Department:	Finance	Vetting level:	RV
Reporting to:	Senior Accountant	Date published:	March 2024
Posts responsible for:	None		

Part A – Job Description

Overall purpose of the role:

Responsible for undertaking key activities within the finance section which contribute to the provision of a professional financial service to Northumbria Police and the Police and Crime Commissioner and assist in achieving their strategic objectives.

Support the Senior Accountants and Financial Services Leads to ensure the delivery of a responsive, effective, and accurate financial management service across the Force, the Office of the Police and Crime Commissioner and identified partnerships.

Key responsibilities of the role:

1	Responsible for the analysis and monitoring of revenue and capital budgets, carrying out in depth analysis of financial ledgers, identifying trends and variances, and forecasting annual spend.
2	Production of detailed monthly financial outturn reports for Heads of Departments and departmental managers to provide accurate financial management information on delegated portfolio areas; highlighting variances and providing advice on opportunities and risks.
3	Maintaining effective and regular communication with budget managers regarding the financial performance of their delegated areas to assist with decision making and delivery of Force priorities.
4	Participate in the timely and accurate planning and preparation of closure of the annual revenue and capital budgets in order to support the production of the statutory final accounts.
5	Consult with key stakeholders internal and external, to provide financial information as part of the annual budget setting and MTFs refresh process to assist in delivery of Force and PCC priorities.
6	Attend regular Senior Management portfolio meetings with Budget Managers and Heads of Departments and relevant Force working groups to provide professional advice and guidance on financial matters.
7	Contribute to the management of external income and funded projects to ensure the accuracy and completeness of financial records. This requires an understanding of legislative standards to ensure compliance with accounting standards and statutory deadlines.
8	Responsible for the completion of the Treasury Management daily banking assessment and cash flow forecast, making recommendations to the Senior Accountant and Finance Lead on the transactions required to ensure that sufficient cash balances are available as required to support the activities of the Force and that funds are managed in accordance with the Commissioners Investment Strategy counterparty limits.
9	Contribute to the effective management of the Commissioner's investments and cash flows, banking, money market and capital market transactions, ensuring that treasury management

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	activities are carried out in line with the Commissioner's Treasury Management Policy Statement and Strategy. Participate in monitoring and maintaining treasury management budgets, controls and prudential indicators to support the Senior Accountant in the preparation of Treasury Management reports and forecasts.
10	Planning and prioritising workload in accordance with identified aims and objectives, in order to meet the performance targets for the section.
11	Support the Senior Accountant and Finance Leads in the delivery and management of the finance business and improvement plan including providing advice and suggestions on systems improvement and development to drive efficiencies in the Department and across the wider Force.
12	Assisting with the submission of benchmarking returns, CIPFA statistical data and statutory returns to government and ensuring compliance with financial regulations.
Part B – Scope of contacts	
Internal / External relationships:	
<p>Internal: Director of Finance Head of Finance Principal Accountants Senior Accountants Exchequer team Payroll and pensions team Budget Managers and Heads of Departments Senior Officers for operations Ordering Team Office of the police and crime commissioner</p> <p>External: Internal Auditors External Auditors Finance functions within other forces for the purposes of grant reclaims, operational recharges, secondment arrangements WGA – submission of year end accounting information CIPFA – professional standards, technical updates, CIPFA reporting/stats/benchmarking Suppliers/Customers in general NERSOU Money Market Funds Brokers Accountants within other police authorities</p>	

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Part D – Continuous Professional Development (CPD) role 6 months	
First 6 months	
1	
2	
3	
4	
12 months and beyond	
5	
6	
7	
8	

Part E: Person Specification

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	AAT professional qualification		Application/interview/CPD
Planning and organising	Ability to plan effectively; to manage the delivery of assigned tasks and objectives, setting appropriate deadlines.		Application/interview/CPD
Problem solving and initiative			Application/interview/CPD
Management and teamwork			Application/interview/CPD
Communicating and influencing	Able to utilise a range of methods to communicate effectively across a wide range of customers and stakeholders.	Microsoft Office Competent Report Writing	Application/interview/CPD
Other skills and behaviours		Stakeholder engagement Risk Assessment	Application/interview/CPD

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		Project Management Treasury Management Cost Benefit analysis	
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