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| **Police Staff****Finance Adviser****Finance****Role Definition:PI012 / 12237** |

 **ROLE DEFINITION**

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| Dept / Area Command: | Finance  |  | Section: | Financial Services  |
| Post Title: | Finance Adviser  |  | Post Reference: | PI012 / 12237  |
| Post Grade: | Grade C to Grade G  |  | Location: | Forth Banks  |
| Car User Status: |   |  | Telephone Allowance: |   |
| Shift Allowance: |   |  | Standby Allowance: |   |
| Weekend Enhancement: |   |  | Contractual Overtime: |   |
| Line Manager: | Accountant |
| Staff Responsibilities: | Not Applicable |
| Purpose: |  To participate in the provision and maintenance of a financial, costing and budgetary service to the force, and the formulation and dissemination of financial management and costing information.  |

**Key Responsibilities:-**

**Contribute to the provision of a customer focused Accountancy Service, ensuring the individual needs of Departments and Managers are met, in order to meet the corporate requirements of the Force.**

**Participate in the planning of and fully undertake the preparation and closure of the annual revenue and capital budget in order to support the budget process.**

**Monitor designated revenue and capital budgets and assist in the preparation of reports to Senior management on both a regular and exceptional basis in order to support management decision making.**

**Maintain effective communications with budget managers and provide advice and information to them concerning the full range of financial matters in order to ensure that they are fully informed of the implications of all proposals.**

**Participate in the delivery of the Finance & Resources Department Strategic Plan in order to meet the needs of the department and the force.**

**Contribute to the management of individually assigned budgets, externally sourced income and projects in order to ensure the accuracy and completeness of financial information.**

**Contribute to the development of financial systems and processes in order to support development of financial services to the force.**

**Attend relevant meetings and working groups to provide professional advice and guidance on financial matters.**

 **The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**