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| **Police Staff** **Principal Accountant (Financial Performance)** **Finance** **Role Definition:PI003 / 18450** |

**ROLE DEFINITION**

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| Dept / Area Command: | Finance | http://domcms/icons/ecblank.gif | Section: | Financial Services |
| Post Title: | Principal Accountant (Financial Performance) | http://domcms/icons/ecblank.gif | Post Reference: | PI003 / 18450 |
| Post Grade: | Grade K | http://domcms/icons/ecblank.gif | Location: | Forth Banks |
| Car User Status: |  | http://domcms/icons/ecblank.gif | Telephone Allowance: |  |
| Shift Allowance: |  | http://domcms/icons/ecblank.gif | Standby Allowance: |  |
| Weekend Enhancement: |  | http://domcms/icons/ecblank.gif | Contractual Overtime: |  |
| Line Manager: | Head of Finance | | | |
| Staff Responsibilities: | Allocated staff and trainees | | | |
| Purpose: | Manage the delivery of all accountancy activities ensuring a professional and compliant financial service is provided to support the Force and Police and Crime Commissioner responsibilities. | | | |

**Key Responsibilities:-**

1. Manage the financial performance of the Force by leading on the annual budget setting and revenue monitoring, in order to produce financial reports for the Chief Constable and/or Police & Crime Commissioner.
2. Prepare key quarterly reports to the Office of the Police & Crime Commissioner, providing financial performance data and recommendations, in order to inform decision making.
3. Manage external funding streams, collaboration arrangements and mutual aid, liaising with Heads of Departments, partner agencies and other forces, ensuring the accurate accounting for and control of income and expenditure.
4. Provide financial advice to the Force and Office of the Police & Crime Commissioner on all financial matters in order to support management decision making.
5. Develop and monitor the Corporate Financials System to ensure that efficient financial management is available to meet the needs of the force.
6. Manage all activity relating to income generation, including the setting of all Force fees and charges is adequately controlled and accountable arrangements are in place for the effective and efficient control of all rechargeable income.
7. Lead on the provision of a management accountant service to all budget holders, providing timely financial advice and support on all financial matters, to ensure the Force’s financial performance is appropriately controlled and monitored.
8. Manage, develop and plan service delivery, workload and resources of the section, including planning and prioritising workload and identifying aims, objectives and performance indicators, in order to contribute to the effective functioning of the Force.
9. Manage and be responsible for welfare, recruitment, appraisal, development and discipline to ensure that staff have the knowledge, skills and experience to achieve required standards and performance.
10. Assume the role of Deputy Chief Finance Officer, when required, ensuring the financial affairs of the force are properly administered, in accordance with legislative requirements.

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