

HUMBERSIDE FIRE AND RESCUE SERVICE

JOB DESCRIPTION

(Support Services Role)

POST TITLE Deputy Chief Finance Officer / Deputy S151 Officer for Humberside Fire Authority and to the Police and Crime Commissioner for Humberside	POST NO.
SECTION/DIVISION/LOCATION Executive Board / Hybrid / Fire Service Headquarters - 3 days per week OPCC Leadership Team / Hybrid / Office of the Police and Crime Commissioner for Humberside - 2 days per week	POST GRADE G13B +20%
<u>OVERALL PURPOSE OF THE JOB</u> The Deputy Chief Finance Officer is responsible to the Executive Director of Finance and provides leadership and direction to the Finance and Procurement Functions. The Deputy Chief Finance Officer is also responsible for the delivery of all required financial reporting (Statutory and otherwise). The Deputy Chief Finance Officer provides financial leadership and advice to the wider Fire and PCC organisations.	
<u>KEY ACTIVITY AREAS/MAIN DUTIES</u> 1. Provide effective leadership and management of the finance function, including the development and support of staff, with clear section and individual objectives, priorities and performance standards. 2. Ensures the effective delivery of annual accounts, medium-term resource planning, the development of medium-term capital programmes, annual budgeting, budget monitoring and forecasting, payments, income recovery, payroll and pensions. 3. Manages the development of an efficient and effective procurement function and ensuring compliance with relevant regulations and legislation, including effective contract management. 4. Provides finance's input to published Efficiency and Productivity Plans. 5. Maintains effective external and internal audit relationships in accordance with statutory requirements and best practice. 6. Contributes to the effective identification and mitigation of key financial risks facing the Fire Authority and the PCC including the provision of effective insurance arrangements. 7. Contributes to determining the accounting records and control systems for Fire Authority and the Police and Crime Commissioner and lead on the ongoing review and development of the Code of Corporate Governance. 8. Develop relationships with internal and external stakeholders such as: Fire Authority members; Police and Crime Panel members; members of the Joint Independent Audit Committee (JIAC/Police) and Governance, Audit and Scrutiny Committee (GAS/Fire); Pension Board members; Police Accountability Board; His Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS); other Fire and Rescue Services; the Monitoring Officer; Home Office; Department for Levelling Up, Housing and Communities (DLUHC); National Fire Chiefs' Council (NFCC); Police and Crime Commissioners' Treasurers Society (PACCTs); Treasury Management Advisors; Finance system providers; Hull City Council (day-to-day treasury management); East Riding of Yorkshire Council (payroll and Local Government Pension Scheme); West Yorkshire Pensions Authority (Firefighter Pensions administration); tax advisors; funding formula advisors. 9. Contributes to the advice, modelling and consultation on the proposed annual precept for the Fire Authority and the Police and Crime Commissioner liaising with four Billing Authorities in the process.	

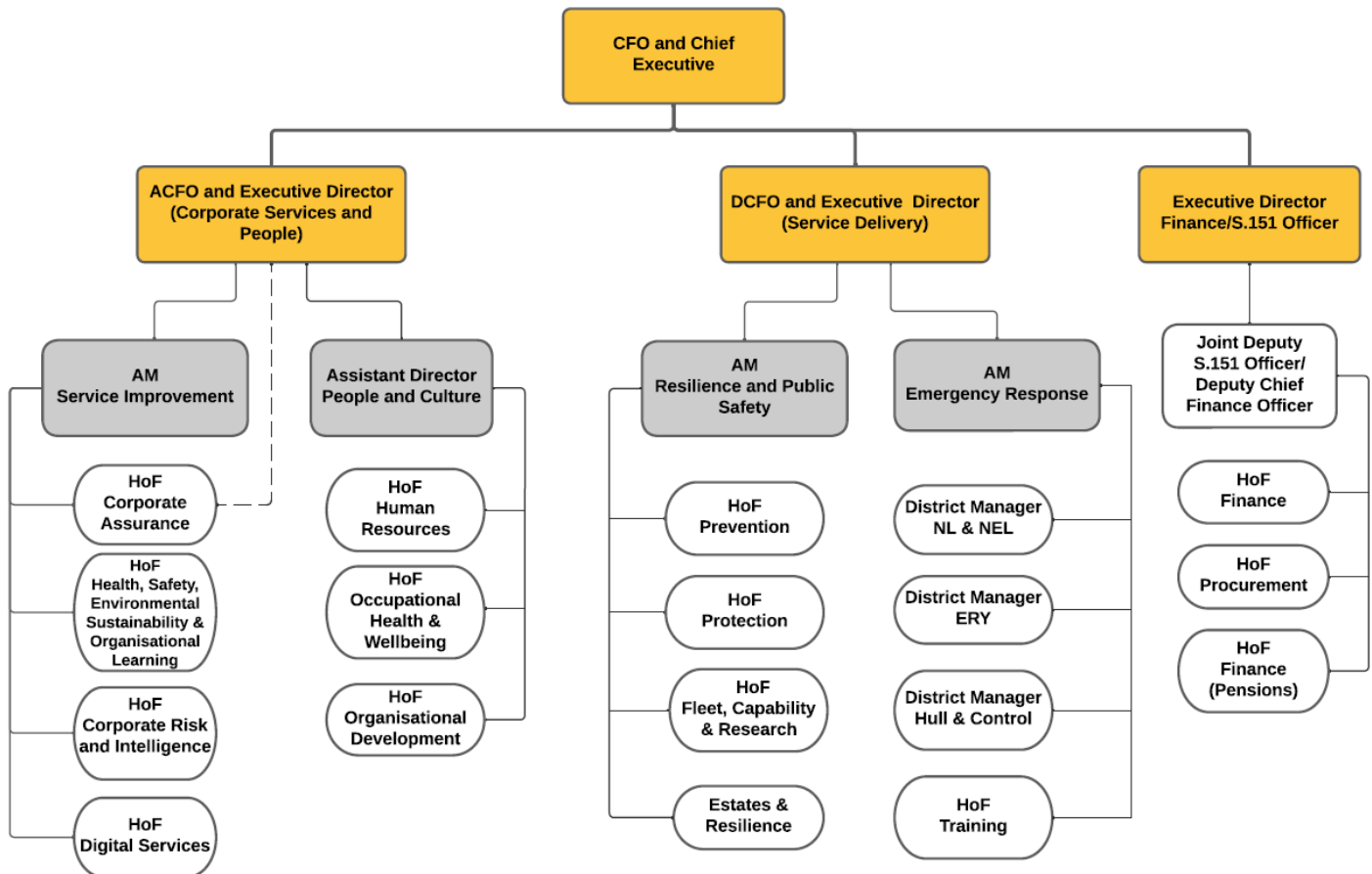
10. Contributes to setting the annual Treasury Management Strategy and Prudential Indicators for the Fire Authority and the Police and Crime Commissioner in line with the CIPFA Code of Practice including counterparty selection for investments and decisions on the requirement for and the timing of long-term borrowing.

NOTES:

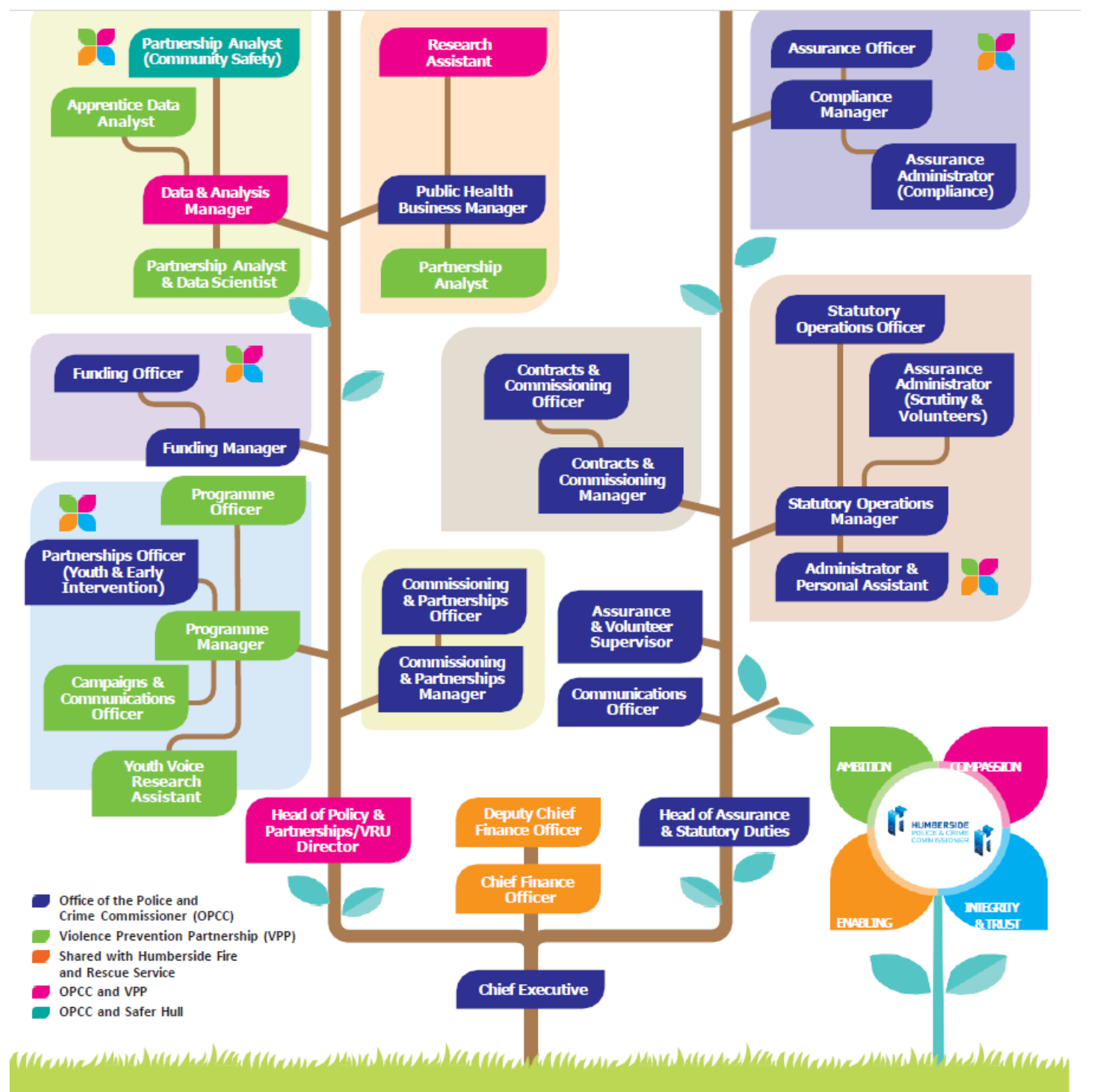
1. The post holder may be required to perform other duties that reasonably correspond to the general character of the post and are commensurate with its level of responsibility. These may be outside normal working hours.
2. The post holder is required to comply with relevant legislation and policies and procedures of Humberside Fire Authority in the performance of his/her duties. Examples include acting in compliance with the provisions of equal opportunities, data protection and health and safety legislation, policies and procedures so far as they relate to the post and the post holder.

POSITION IN ORGANISATION
Humberside Fire and Rescue Service

ORGANISATIONAL STRUCTURE



Humberside Police & Crime Commissioner



JOB REQUIREMENTS:

Knowledge and Skills

- An understanding of the needs and strategic aims and objectives of organisations and how finance and procurement contribute towards those.
- Significant experience of working in a finance environment at a senior level in a large complex organisation involving multiple stakeholders.
- Minimum qualification: CCAB Qualified, with significant experience and undertaking Continuing Professional Development (CPD).
- Contribution towards strategic policy development and implementation.
- Experience in budgetary control, service planning and performance management and project management within a large organisation.
- Organisational skills with the ability to allocate resources, prioritise workloads, meet deadlines and work under pressure.
- Experience of leading, managing and developing employees in multi-functional areas
- Communication skills both written and verbal of a level appropriate to enable the effective performance of the main tasks, together with experience of producing detailed management reports and correspondence and preparing and delivering presentations to senior managers.
- Excellent analytical skills and problem-solving ability.
- Management and development of all staff within the Finance and Procurement Function.
- Management of the outsourced Treasury Management Function and investments and development of Prudential Indicators.
- Achievement of the core management skills required for the role (see core skills framework).

Creativity and Innovation

- The postholder will be required to provide innovative solutions to both policy and practical problems. They will need to analyse, assess and evaluate data systems requirements, performance and information needs across all relevant functions.
- Provision of a wide range of professional financial advice and support to multi-disciplinary project teams, senior management and staff across the Service at all levels.
- Contribute to the development of the Authority's financial information systems to provide relevant, accurate and timely information to aid strategic, tactical and operational decision-making processes.
- Provide advice to managers throughout the Service on alternatives for efficiencies, budget management solutions and alternative funding options.

Decision Making

- Decisions regarding the type of remedial action necessary to correct any negative variances that may occur in regard to budget spend, service provision and performance levels.
- Contributes to the decisions on the timing and size and maturity of borrowing and investment decisions in line with the agreed Treasury Management Strategy.
- Implementation of appropriate accounting practices, procedures and treatment of transactions in order to produce the Authority's/PCC's statutory financial accounts in an appropriate format and timescale.
- Contributes to the decisions regarding the impact of new, or changes to, existing legislation, statutory regulations or Service/OPCC policy.
- Manages the workload of the finance and procurement function, setting priorities and allocating resources according to priority.
- Understanding when to report on an issue; monitoring the Authority's/PCC's capital and revenue expenditure and following up variances that give rise to concern and take appropriate action.
- Recommending appropriate financial controls and procedures to prevent fraud, mis-statement or misuse of the Authority's/OPCC's assets.
- Develop the Authority's/OPCC's Finance strategy and Policies.

Contacts and Relationships

- Daily contact with the Finance and Procurement team and the OPCC team and Executive Director of Finance.
- Weekly contact with the Police and Crime Commissioner.
- Approximately bi-monthly, advising the JIAC and GAS Committee and the Accountability Board.
- Provision of specialist financial advice, support and information to officers at all levels of the organisation.
- Regular liaison with both Internal and External audit (monthly for External Audit and bi-monthly for Internal audit).
- Meets with external agencies including Local Authority representatives, HMRC, Department for Levelling up, Housing and Communities and other FRS'S regarding strategic finance matters.

Responsibility for Resources

- Authorised signatory for banking, treasury management transactions and government grant claims.
- Responsibility for payment approvals in line with the Constitution and the Code of Corporate Governance.
- Strategic financial risk management for the HFA and PCC.

WORK ENVIRONMENT

Work Demands

- Analysing large amounts of technical information and communicating the key messages to key decision-makers.
- Prioritising competing workloads to meet fixed/statutory deadlines.
- Ensuring work is of a high standard, accurate, auditable and compliant with legislation/regulation.

Physical Demands

- Can require significant periods of concentration that may be interrupted and disturbed as work needs to be completed accurately, to a high standard, be auditable and compliant with legislation.

Working Conditions

- The majority of work performed will be in an office/home environment but the postholder will be regularly expected to visit other Service premises and locations out of the Service area.

Work Context

Minimal risk.

Signature

Designation

Date

CONFIRMED BY:

RECEIVED BY:

PREPARED BY: Martyn Ransom

POSTHOLDER

Note: The contents of this job description will be subject to regular review and amendment over time to ensure they continue to accurately describe the job requirements.

Person Specification

Essential Criteria	
Experience	Assessed By:
Senior financial leadership experience in a large complex environment	A&SP
Comprehensive experience of leading and delivering the full range of financial and management accountancy services in a large organisation	A&SP
An understanding of the social, economic and political environment of the Police and/or Fire Service.	A&SP
A demonstrable track record of developing financial plans and forecasts to monitor income and expenditure	A&SP
A proven track record in service development and achieving improvements in standards and performance while reducing costs	A&SP
Experience of the successful leadership and development of finance team members	A&SP
Experience in the development and successful implementation of collaborative working approaches (desirable)	A&SP
Qualifications	
Accountancy qualification from a designated CCAB body, or CIMA, and current member of one of the designated accountancy bodies with significant post qualification experience.	A
Educated to degree level (desirable)	A
Evidence of continuous professional development	A
Skills and Knowledge	
An ability to plan, direct and evaluate performance in all areas of finance activity	A&SP
Possession of a thorough understanding of the political and economic context of the fire and rescue service and/or Police in terms of government, governance, stakeholders and the community (desirable)	A&SP
Motivational, emotionally intelligent with a supportive and inclusive leadership style	A&SP
A demonstrable track record of being an influential leader that can work collaboratively with key stakeholders to translate financial requirements across the organisation	A&SP
Highly driven, credible and self-motivated, with resilience and tenacity	A&SP

• Highly effective communication and interpersonal skills	A&SP
• To be self-assured, confident, assertive and approachable	A&SP
• An appreciation of, and a track record in, embracing equality, diversity and inclusion	A&SP
• Work Related Circumstances	
An ability to work effectively across organisational boundaries	A
• An ability to work effectively and flexibly in working hours, to meet the needs of the 2 organisations	A
• An ability to work outside normal hours on occasions	A
• A current, full, UK driving licence	A

Key:

A = Application Form

SP = Selection Process