ROLE PROFILE

Role Title:	**Finance Analyst**
Rank/Grade:	**(B) SC5 (C) SC5 (H) A3**
Job Family:	**Business Support**
Reporting to:	**Business Services Team Leader**
Main purpose of the role:	Processing and reporting upon financial information for the department. Providing statistical, financial, accountancy and staff costing information to assist Managers and Budget Holders in the planning, management and control of revenue and capital budgets.

Key Responsibilities
• Creating, authorising and processing purchase orders, invoices, delivery and credit notes and other financial management products, using the BCH financial management systems. Maintain ICT revenue and capital account information, by use of the force financial management systems, ensuring monthly and yearly reports are produced to aid budget planning and monitoring. Under the guidance of the Team Leader, work closely with the BCH Finance directorates to prepare and report upon BCH expenditure, spend forecasts and exception reports across revenue and capital programmes. Manage the end of financial year processes and ensure the appropriate use of BCH force financial systems. Assist the Team Leader in actively managing billing, and reviewing the ICT budget lines looking for areas of savings, cessation of contracts, misuse, under and over expenditure.
• Liaise with the Procurement and Contracts department and provide guidance to staff on larger, more technically complex or higher value procurements, proactively engaging with, and co-ordinating technical assessments from other ICT technical teams and the EA. Advise customers and make recommendations, based on knowledge of existing technical and software product catalogues. Investigate, plan & co-ordinate requests via the ICT service management tool and maintain close client contact and ensure users are advised on progress.
• Liaise and negotiate with suppliers on quotes or contracts; and analysing quotes and bills, and deciding on purchases, ensuring best value is achieved from departmental budgets and contracts.
• Take delivery and ensure the safe storage of products and assets, and ensure the correct recording of related information according to departmental processes. Under the guidance of the Business Services Team Leader undertake stock checks and audits. Undertake the disposal of ICT assets according to ICT procedures, including the liaising with third party disposal companies.

Agile Working	
Psychological Assessment	
Return on Investment	
Limited Duties	

Financial e.g. Limits/Mandates	**Non-Financial e.g. Staff Responsibility**
• None	• None

Entry Requirements
• GCSE Level Mathematics or NVQ Equivalent Qualification
• Good level of experience in monitoring and administration of budgets.
• At least 12 months experience working in an office environment.
• Experience of handling suppliers, and good negotiation skills.
• Knowledge of Public Sector procurement desirable.
• Knowledge of the ABS e-financials suite is highly desirable
• Must be highly-motivated and flexible with excellent time management skills.
• Excellent communication skills at all levels.
• An ICT Infrastructure Library (ITIL) Service Management foundation certificate would be desirable for this post.

Any other General Requirements/Scope
• (There may be occasions where the role holder is required to work from a different location for short periods

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e.g. one/two days, as required to deliver specific work deliverables, therefore the ability to travel is essential.

- Vetting as specified by Vetting Department
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.
- Following appropriate training, to take on the role of Evacuation Marshal if no volunteers come forward in the post holders work location.

Obligatory Requirements

- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.

Personal Qualities (Behavioural Competencies)
We are emotionally aware
I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.
We take ownership
I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.
We are collaborative
I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.
We deliver, support and inspire
I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.
We analyse critically
I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.
We are innovative and open-minded
I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with

colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.