



## ROLE PROFILE

<b>Role Title:</b>	<b>Management Accountant</b>
<b>Rank/Grade:</b>	<b>A6</b>
<b>Job Family:</b>	<b>Professional</b>
<b>Reporting to:</b>	<b>Head of BCH Management Accounting and Projects</b>
<b>Main purpose of the role:</b>	To provide strategic financial direction and management information to Collaborative Heads of dept to enable them to manage their budgets efficiently in order to optimise performance and generate best value for money, in accordance with Policing Priorities. To contribute to achieving the Force vision, purpose and values.

### Key Responsibilities

- Provision of strategic financial advice and support to Collaborative Heads of dept including delivery of high level reports, and making presentations and recommendations to enable maximum operational performance within the funds available
- To lead a team in providing a management accounting service to all Collaborative depts including accurate and timely budget monitors appropriate for local and corporate reporting needs
- Promote internal review and challenge across the Collaborative Departments with a view to identifying and promoting best practice and driving efficiency and productivity improvements
- Provision of management information, including benchmarking, to enable optimum use of overtime budgets and promote best practice in the management and control of overtime
- Prepare budgets in accordance with corporate guidelines (annual and medium term)
- With Collaborative SMTs, pro-actively contribute to maximising external funding opportunities
- Provide costings for business cases
- Manage the corporate financial implications of the Police Pay Budget, including the police pay budgeted strength (and also manage corporate aspects of police staff budgeted strength) - through close working with Workforce Planning
- Provide management information and financial support to Collaborative Chief Officers
- Ensure accounts for Collaborative depts. are closed on an accurate and timely basis at the year end as a part of Forces corporate closedown arrangements

<b>Financial e.g. limits/mandates</b>	<b>Non-financial e.g. staff responsibility</b>
<ul style="list-style-type: none"> <li>• Budget (indirect) customer budgets totalling to £130 million</li> </ul>	<ul style="list-style-type: none"> <li>• Line management responsibility for staff and/or officers</li> </ul>

### Entry Requirements

- Experience in financial services, which will be evidenced by a finance related qualification e.g. AAT or part qualified CCAB.
- Knowledge of and demonstrable application of appropriate management accounting techniques and Codes of Practice.

### Any other General Requirements/Scope

- The post holder will need to have a full UK Driver's Licence.
- The post holder will be required to use their own vehicle so business insurance will need to be organised by the individual.
- The post holder will be required to work at different locations throughout the County.
- Staff are expected to manage their hours and workload appropriately; however, on occasions there may be the requirement to work outside of contracted hours.
- Vetting required, as advised by the vetting unit.
- The post holder will be expected to undertake training as and when required.
- The role holder will be expected to maintain their continuous professional development to fulfil their role and to meet the requirements of their relevant professional body.
- The post holder will be expected to comply with health and safety requirements.

### 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.



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### Personal Qualities (Behavioural Competencies)

#### Serving the public

Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests. Ensures that all staff understand the expectations, changing needs and concerns of different communities, and strive to address them. Builds public confidence by actively engaging with different communities, partners and stakeholders. Identifies the best way to deliver services to different communities. Understands partners' perspectives and priorities, and works co-operatively with them to deliver the best possible overall service to the public.

#### Leading change

Positive about change, adapting to changing circumstances and encouraging flexibility in others. Identifies and implements improvements to service delivery, engaging people in the change process and encouraging them to contribute ideas. Finds more cost-effective ways to do things, taking an innovative approach to solving problems and considers radical alternatives. Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge.

#### Leading people

Inspires people to meet challenging goals, maintaining the momentum of change. Gives direction and states expectations clearly. Talks positively about policing, creating enthusiasm and commitment. Motivates staff by giving genuine praise, highlighting success and recognising good performance. Gives honest and constructive feedback to help people understand their strengths and weaknesses. Invests time in developing people by coaching and mentoring them, providing developmental opportunities and encouraging staff to take on new responsibilities.

#### Managing Performance

Translates strategy into specific plans and actions, effectively managing competing priorities with available resources. Takes a planned and organised approach to achieving objectives, defining clear timescales and outcomes. Identifies opportunities to reduce costs and ensure maximum value for money is achieved. Demonstrates forward thinking, anticipating and dealing with issues before they occur. Delegates responsibilities appropriately and empowers others to make decisions. Monitors progress and holds people to account for delivery, highlighting good practice and effectively addressing underperformance.

#### Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Acts on own initiative to address issues, showing energy and determination to get things done. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and challenging situations. Upholds professional standards, acting as a role model to others and challenging unprofessional conduct or discriminatory behaviour. Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge. Remains calm and professional under pressure, defusing conflict and being prepared to make unpopular decisions or take control when required.

#### Decision making

Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations. Considers a range of possible options, evaluating evidence and seeking advice where appropriate. Makes clear, timely, justifiable decisions, reviewing these as necessary. Balances risks, costs and benefits, thinking about the wider impact of decisions. Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

#### Working with others

Builds effective working relationships with people through clear communication and a collaborative approach. Maintains visibility by regularly interacting and talking with people. Consults widely and involves people in decision-making, speaking to people in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination. Treats people as individuals, showing tact, empathy and compassion. Sells ideas convincingly, setting out the benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively, and fully commits to team decisions.