



ROLE PROFILE

Role Title:	Management Accountant
Rank/Grade:	A6
Job Family:	Professional
Reporting to:	Head of BCH Management Accounting and Projects
Main purpose of the role:	To provide strategic financial direction and management information to Collaborative Heads of Departments 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	
<ul style="list-style-type: none"> Provision of strategic financial advice and support to Collaborative Heads of department 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 departments 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 departments are closed on an accurate and timely basis at the year-end as a part of Forces corporate closedown arrangements. 	

Financial e.g. Limits/Mandates	Non-Financial e.g. Staff Responsibility
<ul style="list-style-type: none"> Budget (indirect) customer budgets totalling to £130 million 	<ul style="list-style-type: none"> Line management responsibility for staff and/or officers

Agile Working	To be confirmed
Psychological Assessment	To be confirmed
Return on Investment	To be confirmed
Limited Duties	To be confirmed

Entry Requirements
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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



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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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HERTFORDSHIRE
CONSTABULARY

Personal Qualities (Behavioural Competencies)

We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.