



PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner: Davinder Jagpal

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Financial Accountant
Generic Role Profile:	<i>Select one of the below</i> <u>Business Support</u> Operational Technical Facilities IT Legal Local agreement
Salary Band:	(State Band) Grade 9
Operational / Non Operational Role	(State operational or non- operational) Non Operational
Vetting Level:	Recruitment
Reporting to:	Head of Financial Accounting & Tax
Specific Role Purpose:	The Financial Accountant will support the Head of Financial Accounting & Tax to provide the necessary assurance to the Assistant Director of Finance in respect of statutory responsibilities to assure the effective stewardship of public funds.
Key Responsibilities:	<ul style="list-style-type: none"> • Assist with coordinating the WMP and WMPCC closedown process, resolving any potential issues, preparing year end instructions, answering queries from the wider team, preparing and following the closedown timetable and assisting with any necessary briefings and training. • Produce the periodic financial accounts, including year-end statutory accounts, in a consistent, compliant and timely manner. • Complete the Whole Government Accounts (WGA). • Work closely with the external auditors. Assist with ensuring data, analysis, reconciliations and supporting evidence are available for auditors in a timely manner. • Prepare monthly balance sheet reconciliations, analysing and investigating variances and abnormal balances in a timely manner. • Prepare month end journals which include adequate supporting information.

- Work with the wider finance team to ensure the integrity of data within the general ledger and sub-ledgers.
- Work with the Strategic Finance Manager to prepare the calculations for capital financing each year as part of the MTFP process, including RCCO, MRP and reserves usage.
- Complete the Capital Outturn, updating the Fixed Asset Module for all changes in the year, completing the year-end financing journals and IFRS16 adjustments.
- Complete the year end capital adjustments and corresponding journals for depreciation, revaluation and impairments.
- Prepare reliable cash flow forecasts to ensure informed and timely decisions can be made on investments and borrowings.
- To undertake the treasury management activities, including daily trading for investments.
- Complete the bank administration/ investments administration necessary to keep signatories, mandates and access up to date and secure.
- To draft the treasury reporting for the force with support from the Head of Financial Accounting & Tax, including the monthly Treasury Reports, the annual Treasury Outturn Statement and the annual Treasury Management Strategy.
- To support borrowing as and when required by preparing summary information for the proposed borrowing and completing the paperwork with PWLB, or otherwise, to complete the transaction.
- Calculate pensions adjustments and prepare the pension fund accounts.
- Complete DELTA and other statutory returns for capital, investments & borrowing and pensions accurately and in a timely manner.
- Support the preparation of the Police Objective Analysis each year.
- Prepare and review monthly the VAT returns to ensure compliance with tax legislation.
- Be a point of contact for VAT, IR35, CIS and other taxation queries from the wider finance team and across the force.
- Ensure compliance with relevant accounting standards and technical updates.
- Develop and maintain appropriate financial accounting policies and procedures.
- Review current processes to ensure that they are effective and efficient.
- Draft papers for the Force Executive Team, the Joint Audit Committee, the Accountability and Governance Board and any other boards, as and when required.
- Support internal audits when relevant to the Financial Accounting & Tax team.
- Line Manage the allocated members of the Financial Accounting & Tax team to deliver the role holder's responsibilities and develop the capabilities and knowledge.
- And any other activities as advised by the Head of Financial Accounting & Tax deemed to align to the role.

	<p>Key Stakeholders</p> <ul style="list-style-type: none"> • External partners • The Office for the Police and Crime Commissioner • External /internal audit • Head of Finance Business Partnering • Head of Financial Accounting & Tax • Strategic Finance Manager
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SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
<p>Knowledge & Experience <i>This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. e.g. significant experience of administrative duties, degree level educated.</i></p>	
<p>Essential:</p>	<p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience in financial accounting (IFRS)/ CIPFA Code of Practice • Good knowledge and application of relevant statutory, regulatory and professional accounting standards i.e. IFRS and relevant accounting codes. • Broad experience and knowledge of accounting systems. • Experience of advising and guiding business decisions. • Staff management experience <p><u>Qualities and Skills</u></p> <ul style="list-style-type: none"> • Analytical and judgement skills – ability to question financial information and draw conclusions. • Planning and organisational skills – ability to organise own workloads and meet the needs of the team. • Strong technical accounting skills • Excellent interpersonal skills – effective verbal and written skills • Driven to deliver with enthusiasm – highly motivated and proactive approach to working including a strong desire to meet deadlines and deliver quality work. • Ability to work collaboratively to achieve shared goals – business focused and flexible when meeting operational needs and expectations. • Ability to deal with a demanding workload which will include conflicting demands on time. • Strong focus on customer relationship skills. <p><u>Qualification:</u></p> <p>Qualified accountant with a relevant up-to-date professional membership such as ICAEW, CIMA, ACCA and CIPFA.</p> <p>Knowledge/Experience of industry standard accounting systems and Microsoft Office components.</p>

Desirable:	Degree educated or equivalent Experience of the CIPFA IFRS Code of Practice on Local Government Accounting.
Skills <i>This section should detail the competency requirement which could be developed through non formal training. e.g. effective time management, influencing and negotiating, effective communication including written and verbal.</i> <i>Refer to skills database for core operational skills</i>	
Essential:	Competencies and Values (based on the College of Policing Framework) Values: impartiality, integrity, transparency and public service Competencies : Level 2 Behaviours: professional, collaborative approach; taking ownership, driven to deliver, courage to challenge and a role model.
Desirable:	-

Hours of Work and Flexibility:	There is a requirement to work flexibly at all times with regard to workloads and priorities. Some travel maybe required.
Agile Work Style: (if applicable)	Agile

Restriction Level:	For staff roles relating to restriction levels only, e.g. DEO n/a
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