



## OFFICE OF THE POLICE AND CRIME COMMISSIONER

# POST PROFILE

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| <b>Post</b>               | : | Chief Finance Officer   |
| <b>Based at</b>           | : | Office of the Police and Crime Commissioner,<br>Police Headquarters, Colwyn Bay |
| <b>Scale</b>              | : | Point 62  |
| <b>Responsible to</b>     | : | Police and Crime Commissioner   |
| <b>Job Evaluation Ref</b> | : |   |

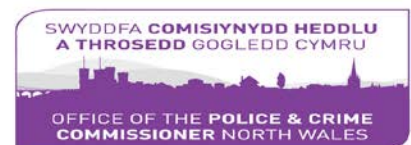
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### OVERALL PURPOSE OF JOB:

1. To undertake the proper administration of the Commissioner's financial affairs in accordance with section 112-124 of the Local Government Finance Act 1988 (as amended), Home Office Code of Financial Management and the Police Reform and Social Responsibility Act 2011 under paragraph 6 of Schedule 1.
2. To act as the Commissioner's Financial Adviser.
3. To be the Responsible Officer under section 151 of the Local Government Act 1972.
4. To act in a supporting role to the Chief Executive as required.

### DUTIES AND RESPONSIBILITIES:

1. Ensuring that the financial affairs of the Commissioner are properly administered and that financial regulations are observed and kept up to date.
2. Ensuring regularity, propriety and value for money (VfM) in the use of public funds.
3. Ensuring that the funding required to finance agreed programmes is available from Central Government and Welsh Government funding, precept, other contributions and recharges.



4. Reporting to the Commissioner, the Police and Crime Panel and to the external auditor any unlawful, or potentially unlawful, expenditure by the Commissioner or officers of the Commissioner.
5. Reporting to the Commissioner, the Police and Crime Panel and to the external auditor when it appears that expenditure is likely to exceed the resources available to meet that expenditure.
6. Advising the Commissioner on the robustness of the budget and adequacy of financial reserves.
7. Ensuring production of the statements of accounts of the Commissioner.
8. Ensuring receipt and scrutiny of the statements of accounts of the Chief Constable and ensuring production of the group accounts.
9. Liaising with the external auditor.
10. Advising the Commissioner on the application of value for money principles by the police force to support the Commissioner in holding the Chief Constable to account for efficient and effective financial management; and
11. Advising, in consultation with the Chief Executive, on the safeguarding of assets, including risk management and insurance.
12. To undertake the responsibilities delegated to the Chief Finance Officer in the Commissioner's Scheme of Delegation.
13. To attend meetings of the Commissioner, the Force and the Police and Crime Panel and any other meetings as required.
14. Such other duties as may be reasonably required.

**YOU'LL HAVE REGARD TO:**

1. CIPFA Statement on the Role of the Chief Finance Officer
2. Financial Management Code of Practice for the Police Service of England and Wales

**NOTES:**

1. In accordance with section 2(1) of the Local Government and Housing Act 1989 this post is a politically restricted post.

**22nd November 2012**