

Job Description

| A Post Details | |
|--|--------------------------|
| Job Title : Senior Financial Control Manager | Grade: C002 |
| Department: Financial Control | Division: BTP |
| Reports to: Deputy Director Financial Control | Contract Type: Permanent |
| Level of Vetting: Management Vetting | Numbers in Post: 1 |
| B Purpose of the Post | |
| <p>This post holder will be the lead for the treasury, transactions and financial systems team. This individual will also be the lead on counter-fraud for the Finance department.</p> | |
| C Dimensions of the Post | |
| <p>Financial- Direct</p> <ul style="list-style-type: none"> • Reporting on cashflow forecast on income and expenditure of over annual value of £300m. Cash balance of over £45m. • Annual number of purchase invoices –c.15,000 p.a., value of invoices –c.£100million • Annual number of sales invoices –c.2,000, income c.£300 million • Management of government procurement card hub. Annual spend over £600k. <p>Financial- Non-Direct</p> <ul style="list-style-type: none"> • Contributing towards the forecast and budget setting at a value of £1m. <p>Staff responsibilities-direct This role will have three direct reports; the Transaction Centre Manager (grade B003), Systems Accountant (grade C001) and Treasury Accountant (grade C001).</p> <p>Team sizes including direct reports: Transactions team- 6 individuals Systems team- 2 individuals Treasury team- 1 individual</p> | |

D Principal Accountabilities

The post holder will:

- Review lead and report on the annual and 5-year cashflow forecast and related reports for the organisation prepared by the Treasury Accountant.
- Advise senior budget holders, the Chief Operating Group, and Authority on the impact of decisions on the Force cash balance.
- Be the lead for BTP's accounts payable and receivable services including monitoring performance indicators.
- Lead the finance systems team on the direction of the management of the finance system.
- Sole contract owner for Financial Control contracts. These include the contract for our banking, finance system and linked applications.
- Lead on counter- fraud and the monitoring of fraud controls across the Finance Department.
- Identify and manage risks surrounding financial fraud, systems, transactions and treasury. These will be reported to the Deputy Director using the risk system and then escalated to the Force Assurance, Risk and Inspection Committee by exception.
- Report to the Finance Assurance Board on key assurance matters and KPI's.
- Support the Deputy Director and Senior Financial Accountant on the preparation of a fair and complete set of unqualified year-end financial statements and on other accounting matters where required.
- Contribute to the maintenance and development of a robust and fit for purpose financial control environment.
- Contribute towards the external audit and any relevant finance internal audits.
- Contribute towards the preparation of the forecast for the budget for financial control corporate charges of £1m
- Deputise for the Deputy Director, Financial Control where required.

E Decision Making

Make Decision:

- Review and submission of cashflow forecast for the whole organisation
- Agreeing the process for managing the accounts payable and receivable functions with the Transaction Centre Manager.
- Agree the systems medium-term plan with the Systems Accountant.

- Oversight of the Financial Control contracts with suppliers.
- Monitoring and reporting on fraud risks and controls across the Finance department.
- Responsible for the training on counter fraud for the Finance department.

Significant say in Decision:

- Advice on utilisation of available cash reserves to BTPA Executive team and Members.
- Contribute to preparation of year-end financial statements and other financial accounting matters where required.
- Lead on allocated finance continuous improvement projects set by the two Finance Deputy Directors.

F Contact with Others

Internal:

- Line management will be undertaken by Deputy Director, Financial Control
- Other Finance and Commercial Services team members.
- Chief Officer Group- reporting of cashflow forecast to Director of Finance and Commercial Services and People and Culture, and impact of decisions on cash balance to wider COG team.
- Senior Budget Holders.
- Audit and Assurance Team.
- Professional Standards Department – fraud matters.
- Teams of various backgrounds and seniority responsible for areas being reviewed; including Payroll, Travel, Finance.

External:

- BTPA Executive team including the Chief Finance Officer.
- Department for Transport colleagues in similar roles for knowledge sharing.
- Fraud Leads in other public sector organisations to observe best practice, leverage where other organisations have documented generic risks and controls.
- Key suppliers including those that provide services to BTP Financial Control through contracts.

| G Essential Criteria |
|--|
| |
| Qualifications and Training: |
| <ul style="list-style-type: none"> • A fully qualified member of one of the five Consultative Committees of Accounting Bodies (CCAB) i.e. ACCA, CIPFA, ICAEW, ICAI, or ICAS or a European or International equivalent qualification. • Complies with the CPD requirements of their professional accountancy body or (if no such requirements are set) with continuing professional development equivalent to that of the CIPFA CPD requirements. |
| Experience: |
| <ul style="list-style-type: none"> • Extensive post-qualification experience in finance and accounting roles. • Experience of financial reporting including cashflow in a complex and/or geographically dispersed organisation. • Sound understanding and proven experience of delivering value added financial reporting and annual accounts preparation. • Track record of building strong relationships with a wide range of internal and external organisations, partners and stakeholders working together to deliver successful outcomes. • Experience in leading and managing a team at a senior level. • Experience in driving performance in a team through effective objective setting. • Experience of working in a counter fraud environment. |
| Skills: |
| <ul style="list-style-type: none"> • Ability to report on complex financial matters to senior financial and non-financial managers both in writing and orally. • Strong and successful track record of building effective partnerships across organisational boundaries. • Ability to manage multiple workstreams with different challenging deadlines in a busy and highly pressurised environment. • Ability to apply strong technical accounting skills to solve complex problems • Communicate confidently at all levels including senior management level. • Promote teamwork and co-operation across teams to enhance performance. |

- Take responsibility for implementing change successfully in the relevant functional area.

Knowledge:

- Strong awareness and understanding of challenges facing the public sector.
- Excellent knowledge of accounting and budgeting frameworks, including FrEM and IFRS.
- An understanding of relevant HR policies and procedures.
- Awareness of the principles of managing public money.

Desirable criteria:

- Qualifications/Certificates on Treasury Management.
- Experience and knowledge of police organisations.
- Understanding and knowledge of central government or public sector financial reporting frameworks.
- Experience and knowledge of managing finance systems including the risks and controls required.
- Project management experience and qualifications.

H Additional Information