

## JOB PROFILE (NON UNIFORMED)

<b>Job Title:</b>	Head of Finance and Procurement Services		
<b>Post Reference</b>		<b>Permanent/ Temporary</b>	Permanent
<b>Grade/Role:</b>	Grade: 10		
<b>Hours:</b>	37 Hours per week		
<b>Reports to:</b>	Director (MO)		
<b>Directorate/ department:</b>	Strategy and Performance		
<b>Location:</b>	Service Headquarters		
<b>Approved by:</b>	Trevor Ferguson		
<b>Profile Effective from:</b>		<b>Last reviewed:</b>	October 2015
<b>Post holder name</b>		<b>Signature</b>	
<p><b>Main Purpose of the Job</b></p> <p>To act as the statutory Section 112 officer (Chief Financial Officer) on behalf of Royal Berkshire Fire and Rescue Service and Head of Profession to provide direction, leadership and guidance to staff in the Finance function and ensure the improvement and implementation of Finance standards across the Service.</p> <p>Lead the development and implementation of the corporate procurement strategies for both Royal Berkshire Fire and Rescue Service and Buckinghamshire and Rescue Service, ensuring that procurement processes and procedures obtain value for money and are delivered to the optimal quality and that efficiency is driven across all procurement activity.</p> <p>To manage the Service', insurance arrangements, ensuring adequate and cost effective insurance cover, to perform research in support of policies and frameworks, produce statistical and financial data.</p> <p>To be responsible for budgeting, accounting and financial control in relation to the Trading Company.</p>			

To be responsible for budgeting, accounting and financial control in relation to the Thames Valley Fire Control Service.

The post-holder will be a member of the RBFRS Joint Management Team and play a full role in the strategic leadership of the organisation.

**Organisational Structure** – see separate structure charts

### **Dimensions**

#### **Staff/Managerial responsibilities:**

Managers/senior professionals: up to 5 staff

Staff: up to 15 staff including temporary and project staff

#### **Finance:**

Budgets- As CFO, responsible for setting a balanced budget for the Service (£34m) and ensuring the long-term financial viability of the Service.

### **Context**

The post holder operates within an increasingly multi agency context, directly supporting the Fire Authority and Director MO to: initiate; develop; and influence a complex range of relationships, including:

- the 6 unitary local authorities of Royal Berkshire, their services and schools
- bodies representing local businesses and voluntary organisations
- other Fire and Rescue services and emergency services
- central government (mainly Department for Local Government and Communities)
- Members of Parliament
- Local government politicians
- Chief Fire Officers Association
- Representatives bodies
- Chief Fire and Rescue Advisor

The post holder has organisation wide responsibility for a range of cross cutting and corporate functions, and associated contacts with staff and managers from across the service as well as external contractors.

The post holder is accountable to the Director (MO) within the general direction set by the Fire Authority. The post holder has dotted line reporting to Fire and Rescue Authority in relation to s 112 statutory responsibilities. The post holder has freedom to act within the boundaries of legal requirements, Fire Authority Standing orders and RBFRS policy at the direction of the Director (MO).

The post-holder will be a member of the RBFRS Joint Management Team and play a full role in the strategic leadership of the organisation and to contribute to the corporate vision.

### **Main Duties and Responsibilities:**

#### **1 Statutory Finance Responsibility**

1.1 To act as Royal Berkshire Fire and Rescue Service Chief Finance officer (S112 Officer) in line with statutory requirements.

**2 Financial Management , Systems and Accounting**

- 2.1 To take overall responsibility for the development of appropriate financial policies and strategies across the Service. To lead on the development, management and control of the medium term financial strategy including all trading companies and subsidiaries.
- 2.2 To oversee the development and implementation of corporate financial management standards, processes and procedures that supports the achievement of the Service's, strategic objectives and statutory responsibilities.
- 2.3 To manage and maintain an effective payroll service meeting ensuring all staff are paid accurately and on time and records are maintained in line with all HMRC requirements.
- 2.4 To manage and maintain an effective payments team .
- 2.5 To be responsible for the Authority's financial systems and financial control frameworks
- 2.6 To ensure that the Authority meets all its requirements under tax legislation
- 2.7 To promote continuous improvement through effective evaluation and improvement of performance and promotion of quality systems throughout the authority.
- 2.8 To increase financial awareness and education within the Service, ensuring a cost conscious approach to the use of resources, including financial and budgetary control, staffing levels and other support costs.
- 2.9 To provide specialist financial advice and input to key corporate initiatives and projects.
- 2.10 To be responsible for preparing and publishing the statutory accounts in line with all professional and legislative requirements.
- 2.11 Manage monthly budget monitoring for the Authority and preparation of budget monitoring reports for presentation to CMT including all trading companies and subsidiaries.
- 2.12 Ensure submission and accuracy of statutory returns, CIPFA returns and other Questionnaires/returns as necessary
- 2.13 To ensure that all grant claims are submitted in a timely fashion and adequate financial records are maintained
- 2.14 To be responsible for all aspects of Treasury management including Strategy, cash- flow management, loans and investments and to report to the Fire Authority in line with statutory requirements and best practice.

**3 Audit**

- 3.1 Manage, develop and review existing service level agreements and other contractual arrangements as required by the service.

3.2 Be responsible for the maintenance and delivery of an effective Internal Audit service.

3.3 Be key liaison with external audit and manage relationship effectively.

#### **4 Procurement**

4.1 To be responsible for the development and management of the Royal Berkshire Fire and Rescue Service's strategic procurement and commissioning framework within the context of the Service's Strategic objectives meeting all legal and service requirements including the transparency agenda.

4.2 To be responsible for the development and management of the Buckinghamshire Fire and Rescue Service's strategic procurement and commissioning framework within the context of the Service's Strategic objectives meeting all legal and service requirements including the transparency agenda.

4.3 To lead, manage and develop a professional procurement service including leading the shared service arrangements, embedding best practice, compliance and discipline to ensure a consistent focus on achieving value for money across Royal Berkshire Fire and Rescue Service and Buckinghamshire Fire and Rescue Service.

4.4 To advise and support senior staff and officers carrying out procurement and contract management throughout Royal Berkshire Fire and Rescue Service and Buckinghamshire Fire and Rescue Service, initiating and supervising contract negotiations as necessary.

4.5 To lead on collaborative working with partner organisations on behalf of Royal Berkshire Fire and Rescue Service and Buckinghamshire Fire and Rescue Service e.g. on the development of frameworks and other joint procurement initiatives.

4.6 To achieve continuous improvement of procurement by developing high level procurement skills and providing consultancy support and best practice throughout Royal Berkshire Fire and Rescue Service and Buckinghamshire Fire and Rescue Service.

4.7 To lead on corporate level commissioning of goods and services by Royal Berkshire Fire and Rescue Service and Buckinghamshire Fire and Rescue Service and the management of tendering processes, including both revenue and capital procurement.

#### **5 Insurance**

5.1 Maintain effective Insurance arrangements for the Authority including:-

5.1.1 Maintain and continually review the register of insurance Brokers ensuring payment of services within contractual payment terms.

5.1.2 Collate and analyse financial information and prepare reports for the provision of insurance brokering for both internal and external audit purposes.

5.1.3 Responsible for the preparation of the annual policy renewal plan in close liaison with the organisation's Insurance Brokers.

5.1.4 Review contractual implications of Agreements to ensure that financial risks arising are identified and comments are provided on financial indemnity sections to minimise potential liability.

5.1.5 Working in conjunction with staff insurance scheme administrators to

ensure the cover provided is all embracing. Working in conjunction with HR to facilitate a smooth staff insurance scheme claims transition.

## **6 Thames Valley Fire Control Service**

6.1 Be responsible for budgeting, accounting and financial control in relation to the Thames Valley Fire Control Service.

### **General Responsibilities of RBFRS Leadership Team**

Uphold and promote the values of Royal Berkshire Fire and Rescue Service, complying with the required standards of conduct, integrity and behavior at all times.

Comply with all finance and procurement policies, procedures and practices, demonstrating the highest level of integrity at all times.

Comply with all people management policies and practices, ensuring your teams are well managed and that corporate standards are achieved.

Practice and promote RBFRS health and safety policies and processes, ensuring a safe working environment for yourself and your staff.

Ensure you are familiar with Safeguarding policies and responsibilities and that teams are trained to relevant standard.

Deliver service plans and performance management information in line with corporate guidelines and deadlines, ensuring collaboration with other members of the Joint Management Team.

Ensure you are familiar with data security policies and management, that your teams are trained and that data protection and appropriate processing is given the highest priority.

Promote and adhere to the Service's policies on equality and fairness, and treat colleagues and members of the public with respect.

Take responsibility for your own performance, participate positively in development activities and support development of others.

Participate, if required, in any investigations or procedures relating to health and safety, disciplinary, or legal matters.

Act in an environmentally responsible manner by minimising pollution and the wasteful use of energy and resources

In order to secure the best possible service to the public or the welfare of their colleagues, all employees may from time to time be asked to undertake appropriate duties which fall outside their usual area of responsibility. You are expected to respond positively to such request and encourage your teams to do the same.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Source of evidence</b>	<b>Desirable</b>	<b>Source of evidence</b>
<b>Skills and aptitudes</b>	<p>Able to cultivate effective relationships with a wide range of people including elected Members, based on trust and mutual respect</p> <p>Strong performance focus and commitment to improving public service delivery</p> <p>Confident and inspiring leadership</p> <p>Collaborative, enthusiastic team player</p> <p>Commitment to high professional standards</p> <p>Enthusiastic innovator/challenges status quo</p> <p>Professional courage; self confidence; personal resilience; integrity</p> <p>Demonstrable commitment to Equality and Diversity</p> <p>Full range of management skills: people; budget; performance; information; operations; contracts and procurement</p> <p>Strong analytical skills/able to disseminate complex data</p> <p>Confident negotiator</p> <p>Highly influential, with well developed written and oral communication skill</p>	<p>AF I</p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p>AF I</p> <p>WT</p> <p> </p> <p>AF I</p>	<p>Coaching/mentoring</p>	<p>I WT</p>

	Sound judgement/decision making	I WT		
<b>Knowledge</b>	<p>Thorough, up to date understanding of recent and forthcoming Finance legislation and modern Financial, and awareness of their practical application in the public sector</p> <p>Strong understanding of the complexities of working in a political environment and an ability to maintain credible professional presence with senior staff and elected Members</p>	<p>AF I WT</p> <p>I WT</p>		
<b>Experience</b>	<p>Evidence of establishing and leading a strong performance culture and effective performance and service quality evaluation that involves driving up standards and performance.</p> <p>Experience of working across organisational boundaries in partnership in order to deliver corporate projects and objectives.</p> <p>A successful track record of achievement at senior level in developing and implementing finance related policies to achieve outcomes</p>	<p>AF I</p> <p>AF I</p> <p>AF I</p>	<p>Uniformed service experience</p> <p>Public sector experience</p>	<p>AF</p> <p>AF</p>

	<p>Experience of leading and delivering significant change and business improvement initiatives.</p> <p>Track record in developing strategies that delivers business outcomes.</p> <p>Experience of effective budget management and delivering cost reductions whilst improving services.</p> <p>Experience of devising, developing and implementing successful complex innovations in financial management.</p> <p>Able to lead on resolving complex/high risk financial matters</p> <p>Demonstrable ability to lead, motivate and develop a team of professionals, and manage operations to ensure delivery to defined performance standards and demonstrating VFM</p> <p>Successful track record of managing a demanding personal workload, effectively balancing strategic and operational responsibilities</p>	<p>AF I</p> <p>I</p> <p>AF I</p> <p>I PT</p> <p>I WT</p>		
<p><b>Qualifications</b></p>	<p>Formal accountancy qualification and membership of a recognised professional accounting body ie CCAB Qualified Accountant.</p>	<p>AF &amp; DC</p>		



