

Job Title: Corporate Accountant - OPCC	
Job Evaluation Number	Z016

## JOB DESCRIPTION

<b>Job Title:</b> Corporate Accountant - OPCC	<b>Location:</b> HQ South
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB5 Police Staff
<b>Reports To:</b> Chief Finance Officer & Deputy Chief Executive	<b>Band level:</b> 5L
<b>Staff Responsibilities (direct line management of):</b> Senior Assistant Accountant, Finance Assistant	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

**The overall purpose of the role is to:** Provide day-to-day management and supervision of the OPCC finance function and associated staff, with lead responsibility for the coordination of the production of the annual Statement of Accounts for the PCC, Chief Constable and Group, Preparation of budget monitoring analysis and financial management reports, overseeing treasury management activities and the production and submission of statutory financial returns

The post-holder will deputise for the PCC's Chief Finance Officer in their absence, including the fulfilment of the various statutory roles, responsibilities and obligations, and will be required to provide specialist tax advice and support to the Force's Director of Finance as necessary and appropriate.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

**The key result areas in the role are as follows:**

1. Finance Function Lead on the co-ordination, production and presentation of the statutory annual financial statements for the PCC, Chief Constable and Group (i.e. PCC and Chief Constable) in accordance with statutory guidance and external deadlines.
  - Produce detailed closing timetable in consultation with Corporate Accountants, monitor delivery, remediate as necessary
  - Ensure technical compliance with the CIPFA Code of Practice on Local Authority accounting in the UK
  - Production of the primary statements and disclosure notes for the Statement of Accounts for PCC, Chief Constable and Group
  - Detailed understanding and working knowledge of technical accounting issues e.g. IFRS
  - Close liaison with external audit to facilitate an effective audit of the annual financial statements, leading to unqualified audit opinion
2. Contribute to the development of the medium term financial plan, annual revenue budget, annual council tax information leaflet and published budget book, ensuring the PCC is able to meet their statutory obligations concerning the content and timely publication of these documents.
3. Develop and implement effective financial management and reporting arrangements for capital investment, in conjunction with the Force Director of Finance, in order to meet the PCC's statutory obligations and transparency arrangements. As part of this process the post-holder will:
  - Maintain, update and ensure compliance with the annual capital strategy and capital policy statement

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<ul style="list-style-type: none"> <li>determine the most appropriate way of financing the medium term (normally 3-4 years) capital programme,</li> <li>monitor annual expenditure; and</li> <li>calculate and process the year-end capital accounting transactions in accordance with statutory guidance and the CIPFA Prudential Code</li> </ul>
<p>4. Manage the day to day finance function to ensure the following business critical tasks and activities are undertaken in a timely and accurate manner:</p> <ul style="list-style-type: none"> <li>An effective treasury management function that operates in compliance with the approved Treasury Management Strategy, delegated operational parameters and relevant codes of practice;</li> <li>Production and submission of statutory financial returns to Government and other agency bodies</li> <li>Ensuring that all relevant control accounts, including bank accounts, are reconciled on a timely and accurate basis each month</li> </ul>
<p>5. Responsibility for the routine completion of statutory and non-statutory returns such as:</p> <ul style="list-style-type: none"> <li>Monthly VAT return</li> <li>Monthly police staff pension returns</li> <li>Monthly personal taxation payments to Government</li> <li>RA, RO, Capital Estimates, Capital Payments</li> <li>CIPFA Police Estimates &amp; Actuals</li> </ul>
<p>6. Identify opportunities to standardise and drive improvements in systems and processes that will improve the quality of the data quality feeding into reports.</p>
<p>7. Identify, analyse and interpret new government legislation and policy initiatives to ensure that the financial management and policy implications and requirements are notified to relevant parties to introduce appropriate arrangements to ensure compliance with these initiatives e.g. CIPFA accounting changes, personal taxation and VAT.</p>
<p>8. Manage specialist taxation functions (e.g. VAT and personal tax reporting) and provide technical advice to the Chief Finance Officer and other relevant parties as necessary and appropriate to ensure compliance with current tax legislation, to ensure that:</p> <ul style="list-style-type: none"> <li>monthly VAT returns are compiled and submitted in a timely and accurate manner</li> <li>appropriate arrangements are implemented and maintained to ensure that other planned and proactive activities (e.g. VAT partial exemption calculation) and reactive activities (e.g. VAT voluntary disclosure) are undertaken in accordance with legislative requirements and external deadlines</li> <li>appropriate financial management and personal tax reporting arrangements are developed and implemented for both police officers, police staff and pensioners (police officers and civilian staff) to ensure compliance with statutory guidance, legislation and external deadlines</li> </ul>
<p>9. Provide information to Senior Managers, OPCC colleagues and other partners as required in a clear and accessible format. Develop and present data in a format that can be understood by non-finance colleagues.</p>

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c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

<b>Further Comments:</b>
<p>Financial:</p> <ul style="list-style-type: none"> <li>• Financing of the Medium Term Capital Plan (£94m over the 4 year period 2021/22 to 2024/25)</li> <li>• OPCC controlled expenditure (£7.7m in 2021/22 plus in-year grant claims)</li> <li>• Treasury management average daily investment during 2020/21 - £95.8m</li> <li>• Recovery of income through monthly VAT returns of £19.6m (2020/21).</li> </ul>
The role will provide line management of the Assistant Accountant and Finance assistant, including their training and development.
Deputise for the Chief Finance Officer (PCC's Section 151 Officer) in their absence, discharging their statutory and operational management responsibilities.
Day to day responsibility for OPCC finance elements of the PCCs Police and Criminal Justice Plan, including commissioning, preparation of bids, grant returns and contract management.
Liaison with TVP Corporate Finance Department when coordinating the preparation and production of the annual budget and annual statements of accounts and specialist tax advice matters.
<p>In discharging the above key result areas the post-holder may be required to engage with and represent the PCC and/or national professional associations in decision-making forums involving representatives of bodies such as:</p> <ul style="list-style-type: none"> <li>• TVP CCMT</li> <li>• Home Office and other government agencies</li> <li>• CIPFA</li> <li>• HMRC</li> <li>• Specialist tax advisors</li> <li>• Payroll and pension providers</li> <li>• Treasury management advisors</li> <li>• Bank representatives</li> </ul>
Post holder may be required to rotate responsibilities on a periodic basis to develop resilience and knowledge across the broader finance team, including in Corporate Finance.
Actively engages in national working groups (e.g. CIPFA Police Tax forum) in order to negotiate and influence national tax guidance and regulations.

#### d. CHARACTERISTICS OF THE ROLE

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</b>
CCAB accountancy qualification with proven experience of financial management and statutory accounting requirements.	E
Good knowledge of the legislation, statutory guidance and good practice as it relates to this role. A demonstrable knowledge of Public Sector / Local Authority accounting practices and processes.	E

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Experience of working independently, researching information required through own initiative.	E
Excellent analytical skills and attention to detail without losing sight of the big picture.	E
Able to interpret / analyse highly complex financial and statistical data, reason, evaluate, draw appropriate inferences to enable innovative problem solving.	E
Advanced Excel and information system skills and the ability to assimilate information skills.	E
Ability to build constructive working relationships with people at all levels across the organisation.	E
Excellent team working, communication and presentation skills.	E
Driven to deliver results and work to deadlines.	E
Relevant experience of the statutory closure of accounts including production of primary statement and associated disclosure notes for the SoA.	D
Practical experience of staff management and advising on the efficient and effective use of resources.	D
Technical knowledge and experience of VAT and personal taxation.	D