

Job Title: Covert Finance Officer	
Job Evaluation Number	C262

## JOB DESCRIPTION

<b>Job Title:</b> Covert Facilities Officer	<b>Location:</b> Thatcham
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Covert Facilities Manager	<b>Band level:</b> 3G
<b>Staff Responsibilities (direct line management of):</b> Nil	

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

**The overall purpose of the role is to:** Co-ordinate comprehensive and confidential financial, administrative and systems support to a discrete function within Counter Terrorism Policing (CT) in the South East.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspects 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. Manage procedures and processes to ensure the efficient use of budgets, utilising best practice and identifying areas for improvement. Process all covert transactions and expenditure including fleet vehicles and covert facilities, checking authenticity, cash management and reconciling accounts on a monthly basis.
2. Maintain and manage the CTPSE covert bank accounts including monthly reconciliations and liaise with Financial Institutions in order to ensure the integrity of the unit and the safety of its officers and clients.
3. Manage covert fleet including management of ghost plates, tax/insurance etc along with the processing of any fines, fees (TfL etc)
4. Maintain effective liaison and develop efficient working practices with partner agencies, working closely with them to maintain budgets relating to Covert Human Intelligence Sources. Work with other external agencies (DVLA, TfL etc) in order to maintain the covert capabilities of the operational teams.
5. Manage day to day administrative processes for the Regional Units, identifying and implementing ways of improving these to deliver efficiency, effectiveness and cost, and ensuring required resources are available.
6. Provide guidance to CT colleagues to ensure compliance with the Covert Policy and Procedures. Ensure that all relevant legislation and guidance are also complied with and identify opportunities for improvement.
7. Closely monitor bank balances to ensure there are sufficient funds in the accounts to support operational capability, arranging financial top ups as required. Prepare the quarterly Services returns within the tight deadlines.
- 8 Prepare the quarterly VAT returns for Corporate Finance to ensure that the VAT is recovered on all covert purchases.
9. Undertake other agreed responsibilities and administrative duties as may be necessary to enhance effectiveness and efficiency of the department. Provide resilience as required to the CTPSE Covert Facilities Manager and CTPSE DSU Coordinator.

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c. **DIMENSIONS:** Include matters such 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>
The role holder will manage a large number of accounts and sensitive documents. These must be maintained as the role holder will be asked to produce financial reports on request.
The post holder will work with partner agencies regarding budgets relating to the running of Covert Human Intelligence Sources.
The post holder will provide resilience for the East and West Hubs in the Region, as required. The locations include the main Counter Terrorism bases in Berkshire, East Sussex and Hampshire
Proficient with Microsoft Office products, and willing to undertake training of specialist IT used within CT Policing.

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><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. A confident communicator at all levels with good standard of education including Maths and English GCSE (excellent literacy and numeracy skills); significant professional administrative experience, and working towards or have already attained the AAT qualification. Ability to produce written reports to a high standard.	E
2. Proven ability to deal with financial practices and budgetary processes, proven experience managing set budget constraints and understanding financial processes and procedures. Experience of managing accounts including cash handling and banking.	E
3. Proven interpersonal skills and the ability to promote professional working relationships with personnel at all levels. This skill will have been developed in a demanding office environment where there will have regularly demonstrated discretion, tact and diplomacy, multi-tasking, enthusiasm, initiative, and flexibility both internally and externally.	E
4. High level of computer literacy; especially experienced in MS Office Applications (Excel and Word); proven ability to manipulate data from a variety of sources and databases and willing to learn new technology, databases and systems. Proven ability to produce accurate and reliable data especially when assessing and compiling large quantities of data.	E
5. Relevant experience requiring administrative, planning and organisation skills. Self-motivated with an ability to work towards deadlines, prioritising workloads and using initiative to make decisions. Ability to work to handle diverse information, manage a substantial workload and solve problems with minimum supervision.	E
6. Proficient with Microsoft Office products, and willing to undertake training of specialist IT used within CT Policing.	E
7. Must have capability to travel to different locations across the Region and undertake all assignments in a timely manner.	E
8. Previous experience of working in a Police environment would be an advantage	D

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9. This roles requires a high level of discretion and integrity and be able to work effectively as a team member.	D
<b>Additional comments:</b> * working hours and level of flexibility are specific to each role and will be discussed at interview	