

**Job title:** Technical Revenue Accountant **Main purpose of the role:**

**Grade:** PO 5 (£53,529 to £56,931)

**Role code:** EBC0498

**Status:** Police Staff

**Location/Base:** Essex Police HQ,Chelmsford

**Working** Office Based Agile

**Arrangements:** (Including Home Working)

**Main responsibilities:**

This is a role requiring you to work alongside the Chief Accountant in respect of the closure of accounts, and the production of the statutory annual statement of accounts as well as liaise with external auditors on queries and requests. Lead on pensions accounting issues for the force and provide advice and guidance on taxation related issues including VAT, IR35 and CIS. Manage a team of 4 staff including line management of the Corporate Revenue Manager, ensuring that the key tasks of the team, e.g. bank reconciliations, payroll control reconciliations and the seized monies process are being managed effectively and proactively.

Work alongside the Chief Accountant in respect of the closure of accounts, and the production of the statutory Statement of Accounts; leading on various areas of the process and producing various disclosure notes for review by the Chief Accountant. Ensure that the PFCC and Chief Constable, as corporations sole, comply with both statutory and regulatory requirements relating to these processes. Liaise with external auditors on all queries and requests, providing sound and accurate working papers to support the information included in the Statement of Accounts.

Lead on various statistical returns on behalf of the force, including the annual WGA and CPID process, as well as quarterly revenue outturn forms, the annual RA and RO forms, and support the Chief Accountant with other returns as and when required. Manage and co-ordinate the finances in relation to car leasing schemes, ensuring that contributions from employers and employees are being accounted for correctly.

Lead on corporate taxation issues for the force, including VAT, CIS and IR35 off-payroll working. Provide advice and guidance on VAT related issues, liaise with internal and external auditors and ensure VAT returns are completed in a timely manner. Prepare and progress annual partial exemption calculations for HMRC in order to fulfil statutory obligations following force policy process and best practice principals in order to protect the integrity and reputation of the force.

Lead on pensions accounting issues for the force, undertaking monitoring processes during the year to ensure that forecasts feeding into Chief Officer/PFCC reports are accurate and robust. Provide responses for the force in respect of statutory Police Officer Pension Scheme returns in the year, ensuring that the figures calculated are accurate to support the value of top-up grant claims.

Oversee the efficient running of the daily Corporate Accounting function, ensuring regular tasks and deadlines are adhered to, including the processing of information into the SAP financial system, logging receipts and repayments in relation to seized monies and that regular control account reconciliations are being completed in respect of areas such as payroll, VAT, debtors and creditors, and the PFCC’s bank accounts.

Oversee the integrity of SAP Finance system ensuring that processes for journals, virements, new code requests and the Chart of Accounts are running smoothly and meet the internal objectives of the Corporate Finance function.

Assist with corporate projects and initiatives, supporting the Chief Accountant and Head of Finance as required, as well as contributing to the overall strategic development of finance within the organisation.

**Necessary experience:**

The post holder will possess a CCAB or equivalent qualification or be able to evidence that they would reasonably be able to acquire this qualification within 12 months of the application date. CCAB is equivalent to a Level 7 diploma and masters degree, and represents a professionally qualified accountant.

The post holder will have a minimum of 2-3 years experience in the financial environment, ideally within a medium or large size public sector organisation and must be able to evidence experience of budget setting and closure of accounts processes, as well as knowledge of CIPFA accounting guidance, VAT legislation and an understanding of financial regulations.

There is a requirement for this post to maintain an awareness of legislation, in relation to local government finance, VAT and accounting regulations, which are regularly subject to change by central government or accounting bodies.

The post holder will be able to prioritise their own workload and work to deadlines, whilst dealing with a steady flow of interruptions and enquiries.

The post holder must have practical experience and knowledge of financial accounting systems and have the ability to research, assimilate and interpret available information. They must be fully conversant with a range of Microsoft products specifically Excel, Word, Outlook and, ideally, One note. The ability to become rapidly familiar with internal spreadsheets and processes will be essential.

The post holder requires experience of supervising or managing a team, including managing performance and quality, and ensuring resources are appropriately planned. They will be able to demonstrate managerial competence in terms of providing leadership, direction, organising and co-ordinating tasks and resources.

Excellent communication skills, both verbal and written are essential along with the ability to build effective working relationships internally and with external stakeholder/s. This will be combined with a practical common-sense approach to problem solving.

**Behaviours:**

Analyse Critically (Level 2)

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and the

best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in doing so. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

Collaborative (Level 2)

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

Deliver, Support and Inspire (Level 2)

I give clear direction and expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these, enabling others to perform. I lead the public and / or colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and the right impact within my areas. I keep track of changes in the external environment, anticipating both the short and long term potential implications for the Police Service. I motivate and inspire others to achieve their best.

Emotionally Aware (Level 2)

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensuring the emotional well being of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

Innovative and Open-minded (Level 2)

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.

Take Ownership (Level 2)

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

**Values:**

Impartiality (Accredited)

I take into account individual needs and requirements in all of my actions. I understand that treating everyone fairly does not mean everyone is treated the same. I always give people an equal opportunity to express their views. I communicate with everyone, making sure the most relevant message is provided to all. I value everyone's views and opinions by actively listening to understand their perspective. I make fair and objective decisions using the best available evidence. I enable everyone to have equal access to services and information, where appropriate.

Integrity (Accredited)

I always act in line with the values of the police service and the Code of Ethics for the benefit of the public. I demonstrate courage in doing the right thing, even in challenging situations. I enhance the reputation of my organisation and the wider police service through my actions and behaviours. I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations. I am open

and responsive to challenge about my actions and words. I declare any conflicts of interest at the earliest opportunity. I am respectful of the authority and influence my position gives me. I use resources effectively and efficiently and not for personal benefit.

Public Service (Accredited)

I act in the interest of the public, first and foremost. I am motivated by serving the public, ensuring that I provide the best service possible at all times. I seek to understand the needs of others to act in their best interests. I adapt to address the needs and concerns of different communities. I tailor my communication to be appropriate and respectful to my audience. I take into consideration how others want to be treated when interacting with them. I treat people respectfully regardless of the circumstances. I share credit with everyone involved in delivering services.

Transparency (Accredited)

I ensure that my decision-making rationale is clear and considered so that it is easily understood by others. I am clear and comprehensive when communicating with others. I am open and honest about my areas for development and I strive to improve. I give an accurate representation of my actions and records. I recognise the value of feedback and act on it. I give constructive and accurate feedback. I represent the opinions of others accurately and consistently. I am consistent and truthful in my communications. I maintain confidentiality appropriately.

**Technical skills:**

Budget Management (Level 4)

Accountable for and capable of managing a set budget. Fully conversant with financial regulations, processes and procedures and the responsibilities placed upon the budget holder. Capable of and responsible for authorising expenditure from a local budget and aware of the implications of certain courses of action. Can make budgetary decisions having given due consideration to best value.

Customer Services (Level 4)

Able to identify and interpret more complex problems affecting customers. Suggests improvements in customer services and generates solutions on behalf of customers, taking the necessary action to deliver these solutions. Regularly provides enhanced and high level customer service. Demonstrates the ability to select information for communication to customers and improve the flow of information between the organisation and customers. Actively seeks opportunities for improving working relationships.

Finance - Budget Preparation (Level 5)

Can undertake detailed checking of budget proposals ensuring that all aspects of expenditure have been considered and accounted for. Plans and assists with the implementation of remedial action based on out-turns to avoid over/under spends. Able to quality assure final Division / Departmental budget proposals, in accordance with Force financial procedures. Able to revise and amend Division / Departmental budgets which are affected by centrally driven Force initiatives and projects. Likely to possess a Professional Accountancy qualification.

Finance - Final Account Production (Level 5)

Able to produce and enforce the close down timetable for the Force. Produces high quality, well presented and properly balanced set of books for the Force. Undertakes a quality assurance role to gain external auditor and Office of the Police & Crime Commissioner, including the presentation of agreed final accounts to Police & Crime Commissioner by 30 September each year.

Finance - Management Costing (Level 5)

Able to quality assure costing projects and services, ensuring that they accurately reflect and fit the financial context of the Force. Able to produce high quality well presented summaries of findings. Demonstrates an eye for accuracy and detail and possesses a comprehensive knowledge of Force financial regulations and procedures. Undertakes a quality assurance role, in respect of finance, for projects, proposals and initiatives produced by other departments for presentation to the planning committee. A Professional Accountancy qualification such as CIMA is desirable.

Finance - Taxation and VAT (Level 5)

Able to provide advice and assistance with complex queries and policy input relating to VAT and taxation. Likely to be CIPFA qualified, and familiar with local Inland Revenue or Customs and Excise contacts and procedures.

Health & Safety (Level 4)

Has received Supervisor training and takes responsibility for the safety of directly subordinate staff and visitors. Understands the procedures in place for the safe storage of hazardous substances, fire precautions and evacuation. Resolves hazards or problems identified within roles or work environments. Undertakes skills passport assessments for new and existing staff. Re-assesses passport as and when new equipment

/technology is introduced.Completes annual reviews of skills passports, training needs analysis.

Know. of Police Environment & Policy (Level 4)

Displays a general appreciation of changes affecting the police service. Understands the inter-relationships between the roles of the various Operational and Support activities, and how organisation structures and police systems work. Possesses a detailed understanding of working procedures, practices and policies relevant to the current role and the roles of subordinates and ensures that these are followed at all times. Is clear about Force goals and effectively contributes to local business plan objectives.

Mgmt of Police Information (MOPI) (Level 4)

Full compliance with Level 3. Has successfully completed all standard relevant Information Management and Security training package(s). Accurate use of Government Security Classification (GSC). Ensures physical and digital records are stored with appropriate security relevant to the sensitivity of the documents and has working understanding of appropriate National Retention Schedules. Is able to quality assure own records management processes as well as those of any staff for whom they have supervisory responsibility. Is aware of where to seek further support in relation to Records management within force when necessary. If nominated as an Information Asset Assistant is familiar with the NPCC Information Asset Owners Handbook.

Office Technology (Level 5)

Expert in the use of one or more office software products. Is proficient in the use of these packages to significantly enhance the quality and/or presentation of work required within the role. This is likely to relate to the use of spreadsheet, database or desktop publishing packages and may include the manipulation of reports, moving data between applications, using scanning or optical storage peripherals, etc. to make the best use of information Recognises and makes the best possible use of office systems and/or understands how office systems can be used to improve the way work is undertaken.

Risk Management (Level 5)

Able to anticipate, accurately define and establish the relative level of risk likely to affect their specialist function, in terms of likelihood and impact, together with how the challenges facing the wider organisation might affect their role within the force. Assesses the risks of national initiatives providing feedback at the relevant level. Has an understanding of pathways to alert all appropriate senior managers to flawed or ineffective control strategies and provide continuity/recovery options. Has an appreciation that seizing opportunities also generates risks.