

## The Mayor's Office for Policing and Crime

### Job Description

<b>Role</b>	Finance Business Partner	<b>Grade</b>	G4
<b>Reports To</b>	Head of Financial Management - MOPAC	<b>Post Ref</b>	
<b>Directorate</b>	Corporate Services	<b>Team</b>	Finance

### Job purpose

- Provide a high standard partnering service to relevant stakeholders ensuring there is sufficient financial understanding and information to allow effective decisions to take place.
- Support strategic decision making by liaising effectively between various stakeholders and utilising robust financial evidence.
- Provide a professional, high quality and responsive finance service that supports and promotes efficient and effective service delivery in line with the MOPAC objectives and priorities and those of the Chief Finance Officer.
- Provide incisive and accurate analysis of complex financial data whilst communicating the outcomes effectively.
- Promote sound financial management, control, and practices that, comply with the MOPAC Constitution including Financial Regulations, Accounting Codes of Practice and all relevant legislation and government guidance in support of the Chief Officer's requirements.
- Ensure that efficient and effective information systems are in place, which promote accountability and continuous improvement.

### Principal Accountabilities

1. To work effectively and efficiently with existing and future stakeholders, developing and fostering relationships in order to drive service delivery and fulfil purpose.
2. Ensure the business partnering function provides high quality business analysis and advice to senior managers and brings commercial acumen into financial decision making.
3. Ensure the function is able to appropriately deal with complex and integrated budgets and adopts efficient and effective practices of financial management.

4. Supports the function in providing effective challenge to senior managers to ensure accuracy of financial forecasting and the adoption of management budgetary control actions where necessary.
5. Support the Head of Financial Management - MOPAC in the financial scrutiny of all MOPAC formal decisions and ensure financial comments are included which robustly capture the holistic financial implications of each decision and enable the Chief Finance Officer (or their Deputy) to provide appropriate sign-off or challenge.
6. Ensure that financial risks and opportunities are also included within the decision and how these may be mitigated or exploited.
7. To place finance at the heart of decision making whilst taking on board the goal of various stakeholders.
8. To manage the Accountant to provide support across the Partnering area in Finance.
9. Help to develop and deliver the medium-term financial plan and actively promote this strategy across MOPAC and to act in accordance with the corporate objectives of the medium-term financial plan.
10. To actively contribute to relevant change programmes and support continuous improvement of functions and services.
11. To contribute to the development of MOPAC procedures, policy and practice, ensuring compliance with accounting codes of practice and statutory requirements.
12. To routinely inform various stakeholders of the financial position whilst working in a political environment.
13. To engage in the drafting of briefings, decisions, Mayor's Questions and the report writing of other key documents as directed.
14. To lead the delivery of the budget setting, closing and budget monitoring processes in conjunction with the Strategic Accountants and ensure these adhere to corporate guidance, corporate timescales and statutory deadlines.
15. To lead in the preparation of finance comments and advice for officers on reports to MOPAC Board and the DMPC ensuring any recommendations are consistent with the objectives MOPAC's Medium Term Financial Plan.
16. Responsibilities will include but not limited to: Leading in producing monthly Budget Monitoring reports with narrative; regular meetings to report financial position to the service, leading on budget setting for respective business unit, leading on closing and responding to auditor queries for respective business unit, ad hoc tasks as requested by the Head of Finance (MOPAC) and other relevant Senior Managers.

## **Key relationships**

Accountable to:	Head of Financial Management - MOPAC
Accountable for:	Staff and resources allocated to the job and managerial responsibilities for the Accountant.
Principal contacts:	Directors, Senior managers and staff, GLA family, partner agencies, representative bodies, the Metropolitan Police, statutory and third sector partners, Safer Neighbourhoods Board and Independent Custody Visit Scheme Boards.

## **Person specification**

### Technical requirements:

- CCAB Qualified.
- Effective communicator with the ability to convey complex financial issues to Senior Managers, non-financial managers, and external organisations.
- Ability to deliver high quality solutions within a political environment.
- Experience of working under pressure and making effective decisions within the scope of complex and critical budgets with multiple users and stakeholders.
- Substantial experience of providing technical accounting and financial advice to senior stakeholders.
- Comprehensive understanding of best practice in financial management and control.
- Extensive knowledge of the technical accounting and business analysis skills required to fulfil this role.
- Understanding of a people-based commissioning environment.
- Awareness of legislative/ regulatory framework within which MOPAC finances operate.
- Proven leadership qualities required to motivate and inspire staff to be high-performing.
- Experience of building constructive relationships with external partners to deliver priorities.
- Effective communication skills with ability to present complex information to senior managers with clarity and to build and maintain effective relationships internally and externally at all levels.
- Ability to process, analyse and monitor financial data and provide information from data for a wide range of complex projects and identify the key financial implications.
- Effective understanding of the business resources, planning and monitoring required to deliver MOPAC objectives.

## **General Responsibilities**

- Manage staff and resources allocated to the job in accordance with MOPAC's Code of Conduct, including their responsibilities around preventing fraud, bribery and corruption.
- Realise the benefits of London's diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London's communities.

- To be responsible for your own health and safety and that of your colleagues and all others in the workplace, in accordance with MOPAC Health and Safety policies.
- To work in accordance with data protection policies and adhere to Freedom of Information policies where appropriate.
- Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams.
- To undertake such other duties as may be reasonably expected.

## **Behavioural competencies**

### **Delivering Outcomes**

#### *Delivers quality outcomes to meet objectives*

Works in partnership to support the delivery of relevant objectives. Ensures a high quality service, balancing the needs of customers and stakeholders. Manages a range of tasks, delivering to time and quality, and monitoring the performance of others where relevant. Adapts and responds to shifting priorities. Deals with challenges and generates solutions. Reviews working practices and acts to improve service delivery.

#### *Manages work through informed and reliable judgement*

Implements plans and considers contingencies. Gathers and evaluates information to inform decision-making and minimise risk where practicable. Provides guidance and support, seeking it where appropriate. Takes responsibility to promote improvement by identifying, sharing and applying lessons learnt.

### **Organisational Influence**

#### *Provides strong leadership*

Provides visible, approachable leadership and leads by example. Values and motivates colleagues, dealing with their concerns in a consultative way. Actively demonstrates the promotion of equality and valuing of diversity and helps others to do so. Develops from own experience and supports the development of others where relevant. Takes account of how own behaviour affects others.

Ensures professional standards are upheld and that senior decisions are acted upon. Manages performance and staff issues appropriately and fairly where relevant. Shows initiative, personal resilience and motivation to deliver a quality service, demonstrating ownership over area of responsibility. Upholds legislation, regulations and policy, acting with integrity, and challenging those who do not.

#### *Develops effective communications and working relationships*

Builds effective relationships with customers, colleagues and stakeholders. Communicates effectively and inclusively with customers, senior managers and team members. Ensures clear, two-way communication through listening and responding appropriately, learning and sharing information. Works collaboratively across and outside of the MPS where practicable, upholding organisational reputation.

## **Productivity**

### *Manages the right resources to enable effective working*

Plans and prioritises work, aligning resources to achieve local objectives. Distributes work fairly, according to capacity, knowledge and skills where relevant. Uses MPS resources ethically and appropriately, ensuring others do the same.

### *Ensures efficient working*

Ensures and encourages efficient working. Makes sound workload and deployment judgements to maximise efficiency appropriately. Reviews working practices and strives to improve efficiency.

Date: April 2021