

The Mayor's Office for Policing and Crime

Job Description

Role	Accountant	Grade	G5
Reports To	Head of Financial Management	Post Ref	
Directorate	Corporate Services	Team	Finance

Job purpose

- 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.
- 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. Take responsibility for elements of the production of annual statutory financial accounts, estimates/ budgets and in-year reports ensuring they meet the required standards and timescales.
2. To perform analysis and interpret data in line with accounting standards and suggest solutions and recommendations to decision-makers.
3. To promote sound financial management and control within MOPAC, liaising with a wide range of colleagues and stakeholders across MOPAC and the GLA family as necessary.
4. To fully support the Head of Financial Management and Finance Business Partners in carrying out financial management and accounting services.
5. Line manages the Trainee Accountant to provide support across the Partnering area in Finance.
6. Acts as the key interface in ensuring that appropriate financial systems, policies and processes are in place, and that all financial activities in delivery of MOPAC grant funding programmes and commissioning activity adhere to agreed policies and procedure.
7. Oversee segments of, 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.

8. To actively contribute to relevant change programmes and support continuous improvement of functions and services.
9. To identify weaknesses in financial control and gaps in policies and procedures and to take steps to ensure these are mitigated and where appropriate, new policies and procedures are drafted and implemented.
10. To support internal and external auditors and act as a key interface for their queries and information/ analysis requests.
11. To contribute and oversee the development of MOPAC procedures, policy and practice, ensuring compliance with accounting codes of practice and statutory requirements.
12. To engage in the drafting of briefings, decisions, Mayor's Questions and the report writing of other key documents as directed, ensuring the Schemes of Governance are complied with.
13. To oversee the Purchase Order closing of accounts process and staffing budget monitoring processes and to assist in the delivery of budget setting, in conjunction with the Head of Financial Management and Finance Business Partner ensure these adhere to corporate guidance, corporate timescales and statutory deadlines.
14. To actively promote the importance of self-service to the department, working collectively with other Accountants to manage the delivery and the development of self-service and other reporting tools and processes.
15. To provide finance comments and advice for officers/ Finance colleagues 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: production of elements of the annual statutory accounts and budget; analysis of financial performance to identify areas for escalation and/or increased management attention; interrogation and production of reports from the General Ledger (PSOP); creating templates which support the budget monitoring process; liaising with colleagues within the service areas and MPS counterparts and with colleagues within the GLA in relation to MOPAC's budget monitoring and budget setting activities.

Key relationships

Accountable to:	Head of Financial Management
Accountable for:	Staff and resources allocated to the job and managerial responsibilities for the Trainee 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:

- Full or Part-Qualified CCAB progressing to Finalist Stage.

- Adept in the use of Excel/ spreadsheets, and preferably data analytics.
- Good ability to draft and contribute to reports and briefings across the Finance team.
- Very good communicator with the ability to provide evidence based insight to meetings with others in MOPAC.
- Experience and involvement with grants/contracts/SLA's, inclusive of monitoring for effectiveness and driving efficiencies.
- Demonstrates a high level of understanding and appreciation of the political landscape and wider objectives.
- Experience of working under pressure and making effective decisions within the scope of complex and critical budgets with multiple users and stakeholders.
- Experience of providing technical accounting and financial advice to senior stakeholders.
- Technical understanding of local authority accounting rules.
- Understanding of best practice in financial management and control.
- Extensive knowledge of the technical accounting required to fulfil this role.
- Awareness of legislative/ regulatory framework within which MOPAC finances operate.
- Effective communication skills with ability to present complex information to Finance Business Partners.
- Ability to process, analyse and monitor financial data and provide information from data.

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