

## The Mayor's Office for Policing and Crime

### Job Description

<b>Role</b>	Financial Analyst	<b>Grade</b>	G6
<b>Reports To</b>	Strategic Accountant	<b>Post Ref</b>	
<b>Directorate</b>	Corporate Services	<b>Team</b>	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 and the Police and Crime Plan.
- Assist in providing effective financial oversight of the MPS including investment decisions, the budget submission process and in-year monitoring throughout the year.
- Ensure that efficient and effective information systems are in place, which promote accountability and continuous improvement.

### Principal Accountabilities

1. To assist with oversight of MPS financial activities, including the medium-term financial plan, Capital Strategy and budget development, maintaining version control, collating tables, tracking all changes and briefing Strategic Accountants and senior managers.
2. Provide input to the budget submission process, document and associated briefing.
3. To assist 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.
4. To coordinate and manage production of the quarterly monitoring report, collating and QA of input from across MOPAC and the MPS, challenging as appropriate and briefing Strategic Accountants and senior managers.
5. Influence the MPS Business Cases, appraising and evaluating investment options and change programmes. Act as a constructive, professional challenger to MPS financial performance and encourage strong financial management discipline across MPS.
6. Assist in the development of appropriate value for money analysis for the evaluation of the MPS revenue and capital programmes including commercial opportunities and financial targets.
7. To assist in the preparation of MPS decisions to the Investment Advisory and Monitoring meeting (IAM) and Corporate Investment Board (CIB) ensuring any recommendations are consistent with

the objectives of the Police and Crime Plan. To support the team in advising the MOPAC CFO, CEO and DMPC on MPS investment proposals.

8. To perform analysis and interpret data in line with accounting standards and suggest solutions and recommendations to decision-makers.
9. To promote sound financial management and control within MPS, liaising with a wide range of colleagues and stakeholders across MPS Finance, MPS, MOPAC and the GLA family as necessary.
10. To actively contribute to relevant change programmes and support continuous improvement of functions and services.
11. 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.
12. To support internal and external auditors and act as a key contact for their queries and information/ analysis requests.
13. To engage in the drafting of briefings, decisions, Mayor's Questions and the report writing of other key documents as directed.

#### **Key relationships**

Accountable to:	Strategic Accountant.
Accountable for:	Resources allocated to the job.
Principal contacts:	Directors, Senior managers and staff, GLA family, partner agencies, representative bodies, the Metropolitan Police, statutory and third sector partners

#### **Person specification**

1. Part- or fully-Qualified CCAB or AAT qualification.
2. Adept in the use of Excel/ spreadsheets.
3. Demonstrates a strong ability to challenge and influence stakeholders/ colleagues constructively and professionally whilst maintaining respectful, positive relationships.
4. Demonstrates a high level of understanding and appreciation of the political landscape and wider objectives.
5. Experience of working under pressure and making effective decisions within the scope of complex and critical budgets with multiple users and stakeholders.
6. Good written and oral communication skills with the proven ability to draft briefings and advice.
7. Experience preparing financial documents for use by the general public.
8. Experience and involvement in monitoring for effectiveness and driving efficiencies.

#### **General Responsibilities**

- Manage 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: October 2021