

TEAM CHARTER: FINANCE

Team Lead	James Kidd/Alison Sharkey	Key activities <ul style="list-style-type: none">• Implementation of the Finance Business Partner Team and the phased roll out of associated new and improved financial support, to support with Customer Relations• Ensure that transaction services and processes are up to date in order to process PO's (in line with 'No PO No Pay' policy), and direct receipt of all invoices by Finance.• Maintain financial planning process and budget setting, looking at the BCH Revenue and Capital Four Year Programme, as well as PUP Allocation• Integration of Medium-Term Business Planning to MTFS• Predictive modelling (if we invest in x, we can expect y)• Supporting projects including Operation Phoenix• Monitoring & Reporting (BI driven budget holder dashboard bringing together financial and performance data.)• Evidenced based reporting on the achievement of efficiency savings and wider value for money.• Productivity analysis.• Closedown / Statement of Accounts• Continuous Professional Development
Head of Department	Mike Jarvis	
Chief Officer	James Cook	
Team objective		
<p>The primary responsibility of the Finance department is to ensure strong governance of the constabulary's finances, This includes budget setting, monitoring, supporting decision making and the production of the Statement of Accounts. In addition, the department is responsible for maintaining accurate and efficient transactional services.</p> <p>The Finance department comprises the Senior Leadership Team (SLT), Finance Business Partners, Financial Accounts Team, Transactional Services Team and Management Accounts Team.</p>		
KPIs		
<p>Support Service Customer Satisfaction Surveys. <i>Score 3.5+</i></p> <p>Cipfa Achieving Excellence in Police Finance score of 4.</p> <p>Annual Training of 50% of all budget managers and budget holders.</p> <p>0% invoice paid on time.</p> <p>80% invoice have PuOs.</p> <p>100% of relevant invoices for which no PO raised returned to suppliers.</p> <p>100% of debtor invoices raised with 10 days of form receipt by accounts payable.</p>		

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<p>80% of debtor invoices paid on time.</p> <p>Less than 1% of debt written off.</p> <p>100% Development / Annual Reissue of SOP for high level budget process</p> <p>100% of key SOP dates achieved.</p> <p>100% Range of budget scenarios developed and maintained.</p> <p>100% Live MTFS document shared with stakeholders.</p> <p>95% of department monitors available by 10 working days.</p> <p>100% of Resources Board and COT/SLT corporate monitor reports submitted on time.</p> <p>Less than 5% of net budget movement in variance from Q3 to outturn report.</p> <p>100% unqualified Statement of Accounts from the 2024/25 SoA onwards</p> <p>00% compliance with statutory deadlines</p> <p>Soft close capability</p> <p>Less than 5 significant corrected findings in Audit report</p> <p>0% significant uncorrected findings in Audit report</p> <p>Multiyear Individual Training / Development Programmes for at least 50% of staff.</p> <p>Maintain a cohort of at least 3 student trainees (AAT & Cipfa)</p> <p>Maximise use of pre-paid training places.</p> <p>CPD requirements met by all staff where relevant.</p>	
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Scope of responsibility (remit)	
<p>To fulfil the responsibilities set out in the BCH Financial Regulations and the Chief Constables Scheme of Financial Delegation. The scope of which covers:</p> <ul style="list-style-type: none"> • Financial Responsibility and Accountability • Budget Setting and Medium-Term Financial Planning • Revenue Budget Monitoring and Control • Financial Year End • Budgeted Establishment • Business Change • Capital Programme • Committing to Expenditure and the Payment of Suppliers • Collection of Income • 	Required skills profile
	<ul style="list-style-type: none"> - All staff A6 and above to be CCAB qualified (preferably Cipfa) accountants - AAT qualifications A4 and A5at - Report writing - Analytical skills - Strong data analysis skills - Stakeholder management and Influencing skills - Advanced Excel skills