This form should be completed and submitted together with your VMAF for all roles that you wish to be considered at Star Chamber. Both forms should be emailed to HR.nctphq@met.pnn.police.uk

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## ***1. Job and Organisational Details***

**Business Group** - Specialist Operations

**OCU /Unit / Section** - Counter Terrorism Policing HQ (CTP HQ) - Strategic Finance

**Job Title** – Finance Business Partner - Projects and Programmes

**Band** - M

**Location** - CTOC

**Shift Pattern** - None

**Vetting Level** - SC STRAP

**Reports To** (post / role): Head of Finance - Projects & Programmes

## ***2. Job Summary***

## The Counter Terrorism Policing Headquarters (CTPHQ), on behalf of government and the National Police Chiefs’ Council (NPCC), ensures that the Counter Terrorism (CT) network has the funding, capabilities and resources it needs to effectively deliver the Government’s counter terrorism strategy (CONTEST) and to keep people safe from terrorism. It does this through the provision of corporate services as well as national operational tasking and co-ordination. It houses unique national CT capabilities that support the entire network as well as overseeing delivery of CT Policing across the regions to ensure that it operates in a way that is both effective and efficient. Crucially, the HQ represents CT Policing’s interest within government and with wider stakeholders - ensuring that the policing contribution to CONTEST is both understood and appreciated.

The Strategic Finance Pillar in CTP HQ is responsible for:

* Delivering and embedding a coordinated finance and assurance framework for CT Policing.
* Ensuring that CT Policing achieves value for money and maximises the value from the services it delivers, whilst meeting the needs of the business.
* Providing strategic and operational financial advice to both CTP HQ and the National CT Network to ensure that investment decisions are robust and support strategic priorities.

***2. Job Purpose***

The post holder will be responsible for working with the Head of Finance for Projects & Programmes to deliver and embed a co-ordinated finance business partnering function for CT Policing, aligning counter terrorism financial activity extended across four board areas in support of the Government’s National CONTEST strategy.

Main areas of delegated responsibility will fall across the following strategic and functional areas:

* Finance Business Partnering for the Change and Data, Digital and Technology (DDaT) Business areas;
* Finance management, audit and assurance;
* Financial Planning and support of the CT Capabilities; and
* Project and Programme Financial Management

***3. Key Responsibilities***

The Finance Business Partner will support the Head of Finance Projects & Programmes (working alongside operational and non-operational colleagues throughout CTP HQ and the distributed National CT Policing network) to ensure that CT Policing achieves value for money and maximises value from the services it delivers whilst meeting the needs of the Business. By providing appropriate support, insight, challenge and direction at an operational level, including modelling options, to identify and deliver the optimum solutions to maximise VfM.

This post will have a particular focus on providing direct financial support to the projects and programmes within the CT Policing Data, Digital and Technology (DDaT) and Change Portfolios.

This will include:

* Financial management and reporting of constituent projects and programmes within CT Policing’s (CTP) Change and DDaT Project Portfolios.
* Partnering existing and emerging Change and DDaT projects and programmes, including supporting the production of business cases; and providing financial assurance and advice;
* Supporting the Head of Finance Projects & Programmes to shape, prioritise and balance CT Policing’s Project Portfolios within agreed funding allocations;
* Finance and financial benefits reporting for the DDaT and Change Portfolios;
* Providing financial support to major project and programme procurements; and
* Supporting Project/Programme Managers, influencing managers and leaders and providing robust financial analysis to support decision-making and deliver value for money for CT Policing.
* Providing support and training to Project/Programme Managers in their financial responsibilities and the financial processes required to manage their project/programme
* Building relationships with business areas, project/programme teams and external partners, ensuring that the CTP HQ Finance function works effectively and efficiently within CTP HQ and across the CT network.
* Identifying key risks and opportunities affecting CT Policing objectives through timely analysis regarding actual results and forecasts, proposing options to ensure the organisation achieves its operational goals, whilst continually reducing costs and improving performance.
* Attending Project Boards and meetings as appropriate with CTPHQ Pillars, Capability Leads, National Business Managers in the CT Network etc.
* Line management and development of staff.

**3**. **S**

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***4 Knowledge, Skills and Experience*** *-*

Professional/external qualifications

Essential: CCAB or equivalent part/full membership

Skills

Communication and relationship skills:

* effective communication skills. Ability to explain things clearly either verbally or in writing in the most appropriate style, tone and format;
* ability to influence senior stakeholders within a business, achieving an appropriate balance between customer care / responsiveness and delivery of professional advice;
* good interpersonal skills and team working skills with the willingness to support others and share ideas;
* business focused and flexible when meeting operational needs and expectations;
* takes responsibility to meet business requirements and ownership of work and maintains a strong work ethic; and
* ability to deputise for the Head of Finance Projects & Programmes.

Analytical and judgment skills:

* to analyse diverse sets of information in order to draw out appropriate correlations between data sets in order to generate solutions to complex operational and strategic problems;
* to operate at a detailed level to help solve strategic problems; and
* to support and / or carry out options appraisal.

Planning and organisational skills:

* creative approach to problem solving and delivery in demanding circumstances and with competing priorities;
* highly motivated, taking a proactive approach to work including a strong desire to meet deadlines and deliver quality products;
* highly organised and forward thinking; and
* ability to work autonomously.

Experience

Essential:

* + Experience of working closely with finance/non-finance professionals to achieve business outcomes.
	+ Significant experience in providing financial analytical support, including budgeting, forecasting and management reporting.
* Experience of financial modelling and investment appraisal.

Desirable:

* Experience of advising and guiding business decisions and frameworks in order to support assurance on compliance, risk management and governance arrangements.
* Experience of financial management & planning in complex organisation.
* Supporting the production of business cases in line with HMT’s Green Book

**For further information contact** –

Joanne Lang, Head of Strategic Finance, 07881 262410

Vetting status – Minimum of SC required.