

NOT PROTECTIVELY MARKED

DURHAM CONSTABULARY

JOB DESCRIPTION

JOB TITLE: Assistant Chief Officer

RESPONSIBLE TO: The Deputy Chief Constable

- KEY RELATIONSHIPS:**
- Chief Constable;
 - Fellow Chief Officers and members of the Force Executive;
 - Police and Crime Commissioner
 - CFO to the Police and Crime Commissioner
 - Staff from the Office of the Police and Crime Commissioner
 - Association of Chief Police Officers; and
 - The wider community.

JOB PURPOSE:

To ensure the effective, lawful and efficient management of the Constabulary's financial affairs, providing strategic financial leadership, advice and assurance to the Chief Constable and senior leadership Team. The role contributes to the development and delivery of the Force's strategic objectives, promotes value for money, and ensures strong financial governance in support of public confidence.

At Chief Officer level, the role carries statutory responsibility (Section 151) and corporate accountability for resources, risk and enabling services, the role leads the professional finance function, delivering high-quality financial planning, analysis, control and performance management across the Constabulary.

MAIN DUTIES AND RESPONSIBILITIES:

1. Act as a senior strategic adviser to the Chief Constable and senior leadership on finance, resources, and organisational sustainability.
2. Contribute to the development and delivery of the Force's Strategic Plan, Annual Policing Plan, and long-term financial strategy.
3. Provide clear, timely and insightful financial and performance information to inform decision-making.
4. Provide clear, timely and insightful financial and performance information to inform decision-making.

NOT PROTECTIVELY MARKED

5. To act as the designated S.151 Officer for the Chief Constable.
6. Ensure delivery of statutory accounts, external reporting and regulatory returns within required timescales
7. Manage and safeguard cash flow and financial sustainability.
8. Establish and monitor meaningful measures of financial performance.
9. provide rigorous financial analysis, challenge and assurance to drive efficiency, effectiveness and value for money.
10. Develop and challenge business plans and investment proposals.
11. Represent the Constabulary regionally and nationally on finance and resource matters.
12. Promote understanding of the Constabulary's financial plans and performance with stakeholders
13. To provide financial planning and budgeting services to the Force Executive to support effective use of resources, in particular to prepare the budget each year and to ensure rigorous budgetary control over expenditure and income.
14. To develop policies and operating procedures which promote best practice, efficiency and effectiveness in the wider management of the Constabulary.
15. To set objectives for, and conduct the appraisals of, Heads of his/her departments, and to lead and motivate staff.
16. Undertake such other duties as required by the Chief Constable.

The duties and responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post holder. The outline of duties and responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility and these factors are reflected in the grade applied to this post.