

Finance, Audit & Risk Manager

Information about the appointment and candidate brief

December 2018

A letter from the Executive

Dear Prospective Candidate,

Thank you for your interest in this appointment.

The British Transport Police Authority (BTPA) is recruiting to the role of Finance, Audit & Risk Manager.

The primary collective purpose of the BTPA Executive is to support the Authority Members in their role to ensure the efficient and effective policing of the railways. This is delivered through the fulfilment of the Authority's statutory duties. These, however, form only a part of the work that is required to be completed by the Authority and Executive. The independence and calibre of this team in providing independent scrutiny, a second line of assurance, transparency and openness is critical to ensuring public confidence and accountability.

Now in particular is a great time to work for the BTPA Executive. The successful candidate would be joining the team at a time of increased engagement, collaboration with train companies and other external stakeholders and this role will be integral in preparing for these conversations. Internally, BTPA is overseeing the implementation within BTP of a challenging transformation programme to deliver £30 million in efficiencies over the next 3 years.

The BTPA is seeking a dynamic and proactive individual, who has the ability to effectively manage multiple stakeholders.

If you think you have suitable skills and experience, we would encourage you to apply for this role and wish you the best of luck.

The role

Role Purpose

Take a leading role in the accurate and effective management of finance, risk and audit of the BTPA. Lead the budgeting, forecasting and monthly close of BTPA cost centres. Work with business managers across the Authority and BTP to provide assurance through internal and external audit. Develop reports to Members to enable effective engagement with Committees. Drive the risk management agenda with a focus on embedding risk management within the organisation and continuous controls improvement.

Liases with

- Senior government officials/sponsorship team
- National External Office (NAO) and KPMG
- Government Internal Audit Agency (GIAA)
- BTP Finance and Commercial Services representatives
- Chief Officers and heads of department

Accountabilities

Finance and Reporting

1. Develop, monitor and prepare periodic reporting on the BTPA budget of approximately £2.5m.
2. Report progress in the delivery of the budget and highlight any risk areas to the BTPA Treasurer and the Performance and Delivery Committee.
3. Drive a close working relationship between the BTP and Authority Finance teams including the development, allocation, execution and follow up of mutual agenda items.
4. Coordinate the Authority and the BTP in the preparation of the Annual Report and Statements of Account for the British Transport Police Fund, including relevant detailed disclosures. Liaise with BTP Finance department, external auditors and utilise Government guidance to ensure completeness and accuracy of disclosures.
5. Liaise with the DfT to establish reporting requirements to DfT and co-ordination of statutory and non-statutory returns to the DfT and other government bodies.

Internal/External Audit

6. Manage the Internal Audit of the Authority and BTP including developing the annual internal audit plan, reviewing internal audit reports,

reviewing/providing management responses to internal audit findings and reporting to the Audit and Risk Assurance Committee.

7. Oversee the external audit of the statutory accounts of the British Transport Police Fund. Working with the National Audit Office and their representatives and the BTP finance team to ensure an effective and efficient audit process.

Authority Committees

8. Manage the Audit & Risk Committee throughout the year, including working directly with the CFO on the annual plans, agendas, preparation of reports and papers, and review of minutes.
9. Create dashboards and other monitoring reports for delivery to the Audit and Risk Committee.
10. Manage the financial inputs of the BTP and Authority to the Performance & Delivery Committee and understand their position in the broader context of the organisation's performance

Risk Management and Controls

11. Work alongside the BTP to continually assess and review the key risks across the organisation, ensuring focus on the higher risk areas including providing input to, and regular maintenance of, the risk register. This covers both operational risk as well as all other strategic risks within the business.
12. Lead the development of a fraud strategy, ensuring organisation-wide adoption and continued focus on fraud prevention.
13. Liaise across the organisation to ensure the annual Management Assurance Report (MAR) is submitted to DfT in a timely and accurate manner. Ensure continued focus throughout the year on the development and delivery of the MAR action plans, and provide independent review and testing of evidence of actions undertaken.

General

14. Build strong relationships with diverse stakeholders, across multiple networks.
15. Provide accurate information and reporting to Department for Transport (DfT) on Risk and Controls.
16. The post-holder will be required to make decisions, interpret relevant financial regulations including the 'Managing Public Money' framework, use Government guidance and statutory and regulatory accounting frameworks where necessary.

Knowledge, Skills and Experience

Essential

1. CCAB Minimum Part-Qualified Accountant (ACA, ACCA, CIMA or equivalent).
2. Experience of audit (internal/external) and risk management processes, including all statutory requirements.
3. Previous experience in building and maintaining strategic and operational relationships, with the ability to influence and assert at all levels.
4. Strong communication skills with the ability to management multiple stakeholders, and be able to present complex reports and information in concise and easy to understand formats.
5. Critical thinking and problem-solving abilities.
6. Resilient, flexible.
7. High level Microsoft Office, especially Excel.
8. Excellent inter-personal and communication skills.
9. Strong organisational and time-management skills, including the ability to forward-plan and prioritise work to meet deadlines.
10. Extremely motivated and able to work in a small fast-paced and hard-working team.
11. Strong sense of ownership and accountability.

Desirable

1. Knowledge and experience of the police, public sector and rail industry.
2. Experience of working within a governance framework or oversight body.
3. Experience of risk management reporting systems

Location

The post will be located at the Authority's offices in Camden.

Remuneration package

The full-time salary for the post is based on a seven-point scale from £48,178 to £57,404 per annum, dependent on experience.

Allowances (in addition):

- London Allowance of £2,520 per annum

Other benefits include:

- 28 days leave per annum, rising to 30 days with 5 years' service
- Police Staff Pension scheme

How to apply

You are asked to submit your application by way of a CV and supporting statement providing clear examples of similar work that you have done under each of the main headings in the accountabilities section. The evidence provided must be specific and focused on your personal involvement, experience and actions. Your supporting statement should demonstrate you have the key qualities and attributes outlined in the knowledge, skills and experience section outlined above.

For an informal discussion about the role, please contact: Sarah McGarel, Chief Financial Officer on 020 7383 3844 or at sarah.mcgarel@btp.pnn.police.uk

Applications should be sent as follows:

By email to: BTPArecruitment@btp.pnn.police.uk

The closing date for applications is **10am on 20 January 2019**.

Information for candidates

British Transport Police Authority

The Authority was established by the Railways and Transport Safety Act 2003 and became operational on 1 July 2004. The Authority's primary statutory purpose is to secure the maintenance of an efficient and effective police force for the railways in England, Scotland and Wales.

The Authority is comprised of between 11 and 17 non-executive Members drawn from the key stakeholder groups, all appointed by the Secretary of State for Transport.

The 2003 Act sets out the statutory powers and responsibilities of the Authority, which are to:

- Secure the maintenance of an efficient and effective police force known as the British Transport Police
- Ensure the efficient and effective policing of the railways
- Appoint the Chief Constable, Deputy Chief Constable, Assistant Chief Constables and their staff equivalents
- Appoint the Chief Executive and Treasurer to the Authority
- Enter into Police Service Agreements with railway operators
- Employ police constables and civilian employees
- Regulate the government, administration and conditions of service of those employed by the Authority in the service of the police force
- Set a strategy for policing the railway
- Set objectives for the policing of the railway
- Issue an annual Railways Policing Plan
- Set the budget of expected income and expenditure for policing the railways each year, defray the expenses and recover the cost

BTPA is responsible for setting objectives for the BTP before the beginning of each financial year. The BTPA announces these objectives, as well as its strategic direction and performance review of the BTP through a number of publications:

- The [Strategic Plan](#) sets out the BTPA's medium-term and long-term strategies for policing the railways during that period; the latest plan covering 2018-21 has been published earlier in the year.¹
- Its annual [Policing Plan](#) contains the BTPA's priorities for the year, the financial resources it expects to be available and how it proposes to allocate those resources.
- Finally, the [Annual Report](#), published after the end of each financial year and covering the policing of the railways in that year

¹ <https://btpa.police.uk/livesite/wp-content/uploads/2018/07/BTPA-Strategic-Plan-201821-1.pdf>

British Transport Police

As the specialist police force for the railways, BTP faces all the accepted challenges of policing within a unique environment. The aim of the Authority and BTP is to provide a policing service which delivers a safe and secure railway which is free from disruption and fear of crime, and is one on which passengers can travel freely and freight is transported without interference. Ensuring the safety and security of the travelling public and rail staff and the rapid restoration of an operational transport network are at the heart of the BTP's business.

Key to understanding the management and direction of BTP, in contrast to Home Office forces and Police Scotland, is that BTP operates within a commercial environment. As such, understanding the needs and pressures facing the railway industry including railway passengers, commercial railway operators and their employees, is crucial. Success requires effective partnership with the rail industry and other forces. Managing these partnerships is more than just explaining what the Authority and BTP will do. It is crucial that the views and expectations of the industry, passengers and other stakeholders are listened to, and accommodated wherever possible.

The rail industry is under significant funding pressures, and looks to the Authority and BTP to play their part in keeping costs down. Her Majesty's Government (HMG) has directed the rail industry to improve service reliability at the same time as catering for increasing levels of passenger and freight growth, delivering major infrastructure modernisation schemes, and making radical improvements in efficiency. As the dedicated and specialist railway police force, BTP has an important part to play in delivering this future vision for rail. BTP's activities in combating crime help reduce disruption to services and make the railway more attractive and safer for passengers and staff. As such, BTP can make a significant contribution to the industry's ambition for rail to become the transport mode of choice. However, the extent of the role depends on BTP continuing to demonstrate that it is the most effective and efficient body to exercise policing functions across the national network in both its statutory and non-statutory tasks.

BTP currently has in excess of 3,000 police officers, 250 Police Community Support Officers, 300 special constables and 1,500 police staff². The BTP has an annual budget of around £300 million, and is led by a Chief Constable (Paul Crowther). In line with local police forces, BTP has adopted a rolling three-year strategic plan together with an annual railways policing plan through which the BTPA sets the operational targets for BTP.

² Numbers provided are an approximation to provide a sense of size and scale

Equal opportunities

BTPA is an equal opportunities employer and is determined to ensure that:

- The workforce reflects the diverse community which it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation;
- No job applicant or employee is treated more or less favourably on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, creed, religion or disability;
- No job applicant or employee is disadvantaged by conditions or requirements which cannot be justified by the requirements of the job.

Data protection

Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Data may be used for the purposes of monitoring the effectiveness of the recruitment process but in these circumstances all data will be kept anonymous. The equal opportunities monitoring form is used for monitoring the selection process only. If you do not wish to have these details recorded please return the form uncompleted. If you are unsuccessful, personal details relating to your application will be destroyed after 6 months.

Pre-employment checks

The successful candidate will be subject to the satisfactory completion of pre-appointment enquiries including vetting (Management Vetting level), medical and references, before an appointment can be offered formally. The successful candidate will be required to sign a contract with the Authority before taking up appointment.

It is a requirement of the pre-employment checks that you have been resident in the UK for the last three years.

Travel costs

There are no arrangements for the reimbursement of travel costs.