

## **Finance and Audit Manager**

# **Information about the appointment and candidate brief**

April 2022

## Letter from the Chief Executive

Dear Prospective Candidate,

Thank you for seeking information about this appointment. I hope you find the following will excite your interest.

Now is an interesting time to work for the British Transport Police Authority (BTPA) Executive as the rail industry faces a period of significant change in its recovery from the COVID-19 pandemic, as well the implementation of rail reforms including the establishment of 'Great British Railways' to oversee rail transport following the Government's review of the railways. The rail policing landscape is ever-changing, and BTPA's central role means it is rare for any two days to look the same.

Being part of the BTPA Executive offers the unique opportunity to work across both the rail and policing sectors, while also working closely with, and gaining insight to, Government departments and other public sector bodies.

The Finance and Audit Manager is a key role within the Executive Team at BTPA supporting the Board of Authority Members. The Executive team is formed of a small number of specialists in areas covering governance, finance, strategy, analysis, audit, risk management and communications. This role will work primarily within the finance, audit and risk management functions but will have exposure to the wider functions and work with a variety of different people at all levels.

The primary 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.

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

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Chief Executive

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## An Introduction to British Transport Police Authority

The British Transport Police Authority (BTPA/“the Authority”) is the independent oversight body of the British Transport Police (BTP/“the Force”).

BTPA was formally established under the Railways and Transport Safety Act 2003 (“the Act”) and is the independent body responsible for ensuring an efficient and effective police force for rail operators, their staff and passengers. Its duties and functions are similar to those of the Scottish Police Authority or a Police and Crime Commissioner in England and Wales, but it oversees a force that is responsible for policing a much wider area – the railways of Great Britain.

The Act gives BTP a statutory jurisdiction extending throughout Britain’s railway networks and property. Within this jurisdiction, a BTP constable has the same powers and privileges as a Home Office constable. It also extends outside railway property when acting on railway matters. As a non-Home Office police force, however, BTP differs significantly in terms of governance, funding, accountability and specialisation.

BTPA is made up of fifteen Members appointed by the Department for Transport and supported by a small Executive Team. Members provide knowledge and experience of issues that concern passengers, the railway industry, railway employees and the devolved nations. Its statutory duties include:

- Securing the maintenance of an efficient and effective police force
- Ensuring the efficient and effective policing of the railways
- Appointing the Chief Constable, Deputy Chief Constable, Assistant Chief Constables, Directors of BTP and the Chief Executive and Treasurer of BTPA
- Entering into Police Service Agreements with railway operators
- Employing police constables, civilian employees and cadets
- Regulating the government, administration and conditions of service of those employed by the Authority in the service of the police force
- Setting a strategy for policing the railway
- Setting objectives for the policing of the railway
- Issuing an annual Railways Policing Plan
- Setting the budget of expected income and expenditure for policing the railways each year as well as defraying the expenses and recovering 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 2022-25 is due to be launched in June.
- The national and local [Policing Plans](#) contain the BTPA’s priorities for the next three-years, the financial resources it expects to be available and how it

proposes to allocate those resources. These plans will be reviewed and refreshed annually.

- Finally, the [Annual Report and Statement of Accounts](#), published after the end of each financial year and covering the policing of the railways in that year.

## An Introduction to British Transport Police

As the specialist and dedicated police service for Britain's railways, BTP's work is wide reaching, providing an important service to all passenger and freight operators, Network Rail, their staff and customers across England, Scotland and Wales, as well as policing the London Underground, Docklands Light Railway, the Midland Metro Tram System, Croydon Tramlink, Sunderland Metro and Glasgow Subway.

In delivering its increasingly challenging mandate, BTP must deliver value for money for its funders. Working effectively and productively with a broad range of stakeholders, whether it is others in the policing family in England, Scotland and Wales, the rail industry, the Department for Transport, the devolved administrations in Scotland and Wales or the British Transport Police Authority (BTPA), which holds the Force to account, is essential.

Whilst the focus on minimising crime and disruption on the railways is unwavering, BTP is working hard to tackle terrorism, improve its approach to safeguarding and operate in an even more flexible and responsive way. This is all alongside working with the rail industry to look at the future of policing and security under the new era of 'Great British Railways' (GBR). BTP/A are leading the conversation on the shape of policing and security for the nation's railways in the future, recognising that the landscape is changing, technology is advancing and the challenges to keep the railways safe are evolving. BTP has developed it's a 'Force on the move' change programme to drive this work aiming to increase its sphere of influence in rail and beyond by ensuring BTP is recognised for its specialist skills and the value it adds through:

- Being focused on the future
- Becoming a modern and inclusive workplace
- Optimising service delivery
- Pioneering a new generation of partnerships

Unlike Home Office police services, BTP is accountable to the BTPA, falling under the remit of the Secretary of State for Transport, rather than the Home Secretary, as it is for forces in England and Wales, or the Cabinet Secretary for Justice, for those in Scotland. Furthermore, BTP is substantially funded by train companies as well as by Network Rail and Transport for London, and it must operate efficiently, delivering a high-quality, responsive service across an expanding network at a cost which delivers recognisable value for money for funders.

BTP currently has an overall revenue budget of circa £347.5m, which is subject to approval by the BTPA, with 3,158 police officers, 272 special officers, 227 PCSOs and 1,503 civilian staff all of whom are employees of the BTPA as the legal entity.

## The Finance and Audit Manager role

### Role Purpose

Take a leading role in the effective management of finance and internal controls, including risk management and audit of the BTPA.

Partner with colleagues and stakeholders across the Authority, BTP and government to collate assurance across the three Lines of Defence to enable the BTPA Executive and Members to maintain appropriate oversight of the force.

Develop reports to Members to support effective engagement with Committees. Drive the risk management agenda with a focus on embedding risk management within the organisation and continuous controls improvement.

### Accountabilities

#### Finance and reporting

1. Develop, monitor and prepare periodic reporting on the BTPA budget of approximately £2.7m.
2. Report progress in the delivery of the budget and highlight any risk areas to the BTPA CFO and the Performance and Delivery Committee.
3. Drive a close working relationship between the BTP and BTPA Finance teams including the development, allocation, execution and follow up of mutual agenda items.
4. Lead the BTPA and the BTP in the preparation of the Annual Report and Statements of Account for the British Transport Police Fund, including relevant detailed disclosures. Draft sections as necessary, including the Governance Statement. 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. Provide assurance over these prior to submission.

#### Internal/External Audit

6. Manage the Internal Audit of the BTPA 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 (ARAC).
7. Oversee the external audit of the Statutory Accounts of the British Transport Police Fund. Work with the National Audit Office (NAO) and their representatives and the BTP finance team to ensure an effective and efficient audit process.
8. Maintain an assurance map to guide ARAC and other Committees where assurance is obtained through the three Lines of Defence. Update the BTPA Oversight Map.
9. Attend BTP assurance Boards to provide scrutiny and oversight, and report back to the BTPA Senior Leadership team and Members.

### Board Reporting/Committee Management

10. Manage the Audit and Risk Assurance Committee (ARAC) throughout the year, including working directly with the CFO, Committee Chair and Board Secretary on the annual plans, agendas, preparation of reports and papers, and review of minutes.
11. Maintain ARAC Member knowledge through the provision of induction information, ongoing relevant information and arranging training sessions where relevant.
12. Create dashboards and other monitoring reports where applicable for delivery to the ARAC.
13. Manage the financial inputs of the BTP and BTPA to the Performance & Delivery Committee and understand their position in the broader context of the organisation's performance.

### Risk Management and Controls

14. Support 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.
15. Oversee the counter-fraud strategy, ensuring organisation-wide adoption and continued focus on fraud awareness and prevention.
16. 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 by BTP on the development and delivery of the MAR action plans and provide independent review and testing of evidence of actions undertaken.
17. Oversee the reporting and monitoring of internal control deficiencies and subsequent remedial actions.

### Other requirements

18. Build strong relationships with diverse stakeholders, across multiple networks.
19. Provide accurate information and reporting to Department for Transport (DfT) on Finance, Risk and Controls.
20. 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.
21. Oversee the adoption of the Government Functional Standards across the organisation.

## **Knowledge, Skills and Experience**

### Essential

- Qualified Accountant (ACA, ACCA, CIMA or equivalent)
- Experience of audit (internal/external) and risk management processes, including all statutory requirements
- Knowledge of internal controls

- Strong communication and influencing skills with the ability to manage multiple stakeholders, and be able to present complex reports and information in high quality, concise and easy to understand formats
- Critical thinking and problem-solving abilities
- Resilient and flexible
- High level of Microsoft Office 365, especially Excel
- Excellent inter-personal and communication skills
- Strong organisational and time-management skills, including the ability to forward-plan and prioritise work to meet deadlines
- Extremely motivated and able to work in a small fast-paced and hard-working team
- Strong sense of ownership and accountability

#### Desirable

- Knowledge of the police, public sector and/or rail industry
- Knowledge of public sector governance and reporting structures
- Experience of risk management reporting systems

#### **Location**

Authority staff are working to a hybrid model with staff attending the office in Camden a minimum of 40% of the week from May 2022 and working from home for the remainder. This remains under review and is subject to change.

#### **Reporting lines**

The role reports directly to the Chief Financial Officer/Deputy Chief Executive.

## Remuneration package

The post is graded as COO1 and the salary is on a seven-point scale from £50,617 to £60,310 per annum.

Allowances (in addition):

- London Weighting Allowance of £2,700 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 i.e. Finance and Reporting, Internal/External Audit, Board Reporting/Committee Management, Risk Management and Controls . The evidence provided must be specific and focused on your personal involvement, experience, actions and the resultant outcome. Your supporting statement should demonstrate you have the key qualities and attributes outlined in the knowledge, skills and experience section above.

For an informal discussion about the role, please contact:

Sarah McGarel, Chief Financial Officer at [Sarah.McGarel@btp.police.uk](mailto:Sarah.McGarel@btp.police.uk) or Lynsey Marshall, Finance and Audit and Risk Manager at [Lynsey.Marshall@btp.police.uk](mailto:Lynsey.Marshall@btp.police.uk)

Applications should be sent as follows:

**By email to:** [BTPArecruitment@btp.police.uk](mailto:BTPArecruitment@btp.police.uk)

The closing date for applications is **9am on Monday 16 May 2022.**

## Information for candidates

### 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 management vetting 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.