

Chief Financial Officer and Treasurer (Maternity Cover)

Information about the appointment and candidate brief

May 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 CFO 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

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 Chief Finance Officer and Treasurer Role

Role Overview

The British Transport Police Authority (BTPA) is seeking a maternity cover from August 2022 for the current Chief Finance Officer. The BTPA, based in Central London but an enthusiastic supporter of flexible working patterns, is the independent body responsible for ensuring an efficient and effective police force for rail operators, their staff and passengers. It sets British Transport Police's objectives, budget and strategic direction each year, and reviews its performance. The CFO is the Treasurer of the British Transport Police Fund, currently worth around £350m a year.

It is a hugely challenging and interesting time to be involved in policing the railways. With the government having announced a complete reform of the rail industry, the CFO will be at the forefront of understanding how BTPA's relationship and funding structure will change within the new industry structure. The successful candidate will need to have the dynamism and foresight to guide the Authority through this exciting yet complex industry transformation. Simultaneous to this challenge, the role provides a unique need and opportunity to lead in an organisation which is required to look both ways in a paradoxical environment – where the rail industry is facing significant cuts in funding and resources, yet substantial investments in policing continue.

Role Purpose

The CFO is a key member of the Authority Leadership Team, helping it to develop and implement strategy and to resource and deliver the organisation's strategic objectives sustainably; must be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered, and alignment with the organisation's financial strategy; and must lead the promotion and delivery by the whole organisation of good financial management so that money is safeguarded at all times and used appropriately, economically, efficiently and effectively. The CFO will deputise for the Chief Executive covering areas within their remit.

Accountabilities

Accountable for:

The CFO has a personal fiduciary duty by virtue of their appointment as the person with responsibility for ensuring the proper management of the Authority's finances, and must support the CEO in stakeholder's management.

- STAKEHOLDER MANAGEMENT - building strong relationships with diverse senior stakeholders across multiple networks.
- STAFF LEADERSHIP – Lead the finance organisation within the Authority through team building and leadership. Motivate and drive the finance team, instilling passion for the organisation's goals and values while adhering to a data-driven, goal-oriented culture.

- CONTRACT/AGREEMENT REVIEW - Reviewing relevant contracts and other agreements to ensure most favorable treatment and proper compliance.
- COMMITTEES - Lead for the Audit and Risk Assurance Committee, Performance and Delivery Committee and Pensions Working Group
- SPECIAL PROJECTS – Assisting the CEO with special projects as needed.
- PENSIONS – Authority Lead for the Officer and Staff Pension Schemes
- RISK MANAGEMENT – lead the Authority’s risk management framework (including risk register), to ensure clarity on key risks and the mitigation plans.
- CONTROL - Develop and institute best practices in control environment, ethical tone at the top, and financial reporting policies and procedures necessary to support.
- MANAGERIAL REPORTING & ANALYSIS - Provide analytical framework, financial metrics and benchmarks to enable informed decisions, identify trends early, plan and promote growth, capitalise on opportunities, and minimise risks.
- MONTHLY CLOSE – Oversight of accounting cycle close processes, ensuring timely and accurate close of the Authority general ledger.
- BUDGETING, FORECASTING & INVESTING – Lead the Authority’s annual budgeting, forecasting & investment cycles.
- ANNUAL REPORT & AUDIT – leading the production of the Annual Report and Statements of Account for the British Transport Police Fund including the Authority’s external audit process.

Knowledge, Skills and Experience

Essential

The ideal candidate will be a strategic, data-driven, operationally oriented, hands-on business and financial leader with a proven track record of success. This person will have the people skills to impact the business and unite the team. Other requirements include:

- Qualified accountant (ACA, ACCA, CIMA, CIPFA) with significant post qualification experience
- Evidence of having successfully operated at a senior management level in a fast-moving and complex multi-sector, multiple stakeholder environments.
- Strong track record of effective resource and staff management, with an appreciation of the constraints currently placed on resource allocation within the public sector.
- High intellectual capacity and strong problem-solving abilities.
- Commitment to excellence, with passion and personal commitment to the highest standards of service delivery.
- Committed to equality and diversity in both employment and service delivery
- Patient, tolerant, capable and a completer/finisher.
- Outstanding communication skills and superior influencing abilities including stakeholder’s management.
- Evidence of successful development and implementation of policies that deliver high quality, customer focused services and translate organisational & service ambitions into real achievements.
- An understanding of, and sensitivity to, the political processes and judgements that must be brought to bear when approaching the management of the PSAs and EPSAs.

- Experience of developing, implementing and evaluating effective internal and external communications and consultation.
- The analytical skills necessary to interpret and present complex information in an understandable form and change constructively traditional ways of undertaking tasks.
- Experience of carrying out research on legislative and/or policing/ criminal justice issues.
- Flexible and innovative approach.
- High level Microsoft Office, especially Excel, and Access.
- Strong organisational and time-management skills, including the ability to prioritise work to meet deadlines.

Desirable

Senior management experience in a Police environment

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.

How to apply

Candidates are encouraged to read the full job description and are welcomed and encouraged to organise a call with the permanent post holder, Sarah McGarel, to discuss the role in more detail (sarah.mcgarel@btp.police.uk). On application, a CV and one-page expression of interest is requested to be sent to the same e-mail address.

The closing date for applications is **12noon on Monday 13th June**.

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.