



**METROPOLITAN  
POLICE**

Working together for a safer London

# **Lead Accountant Financial Planning and Management Accounting**

## **Finance Services**

### **INFORMATION FOR APPLICANTS**

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## Introduction to the Metropolitan Police Service

Arguably the most famous police force in the world, the Metropolitan Police Service (MPS) is responsible for policing 620 square miles of London. Policing the largest capital city in the European Union, inhabited by over 7.2 million people, presents a range of challenges that are often unique. To meet these challenges successfully, the Metropolitan Police Service employs more than 33,000 officers together with about 14,200 police staff, 270 traffic wardens and 4,700 Police Community Support Officers (PCSOs). The MPS is also being supported by more than 2,500 volunteer police officers in the Metropolitan Special Constabulary (MSC) and its Employer Supported Policing (ESP) programme. MPS budget of £3.6 billion represents nearly a third of the total national police expenditure, with workforce costs (including pensions) accounting for nearly 80% of that spend. The MPS non-workforce resource base includes over 1300 buildings with 185 police stations, over 4000 vehicles, 24 boats, 3 helicopters and 430 horses and dogs.

All of these resources are employed in working towards the corporate vision of making London the safest major city in the world. Moreover daily performance at all levels is driven by our Values and Behaviours: treating everyone fairly, being open and honest, working in partnership and changing to improve.

The MPS Commissioner, is assisted by a Deputy Commissioner and four Assistant Commissioners. Senior Police Staff span the organisation, but are primarily situated in, and have responsibility for, Information Technology, Human Resources, Public Affairs and Resources.

The delivery of direct operational policing predominately takes place from 32 Borough Operational Command Units (BOCUs), as well as the Operational Command Unit at Heathrow Airport, with a senior police officer in charge of each area. As well as day-to-day policing the MPS has a range of specialist units that work to support operational policing.

The MPS has national responsibilities on matters related to counter-terrorism, as well as other specialist crime areas, and so therefore maintains close working relationships with the Home Office.

Since July 2000, the MPS has been directly responsible to the newly created Metropolitan Police Authority (MPA), bringing arrangements in line with the rest of England and Wales. The MPA is an independent legal entity but part of the wider Greater London Authority family. Developing crucially important relationships with the MPA, and the Mayor of London has been vital in ensuring that we all work together to improve the service provided for and to the people of London.

The Met has undergone significant change in recent years and there is a determination to continue with this evolution to ensure that the Met becomes more business orientated and customer focused. The message is clear; all the elements of this large, diverse and complex organisation must contribute to the Met's collective responsibility of 'Making London Safer', in the context of our 5Ps - Presence, Performance, Productivity, Professionalism and Pride.

## Metropolitan Police Service Priorities and Values

**Mission:** Working together for a safer London.

This means:

- Increasing public confidence and satisfaction
- Preventing and reducing crime, disorder and vulnerability
- Increasing safety and security
- Improving quality of service
- Being efficient and effective

### MPS priorities

Our strategy is focused on providing the service the public wants and needs rather than what we want to provide:

- Safer Neighbourhoods
- Counter-terrorism and security
- Organised criminal networks
- Information quality
- Citizen focus
- Together
- Capital city policing
- Violent Crime

These eight priorities will drive our performance against crime and disorder and a shift of emphasis to a service that inspires public confidence and satisfaction.

## **Our values**

Over the summer of 2005 everyone in the Met was invited to say what they thought our values should be. The responses and ideas this generated have been distilled into these four core values:

### **Working together with all our citizens, all our partners, all our colleagues, we will:**

- Have pride in delivering quality policing - there is no greater priority
- Build trust by listening and responding
- Respect and support each other - work as a team
- Learn from experience and find ways to be even better

## **Resources Directorate Overview**

The Directorate is headed by the Director of Resources who is a member of Management Board; works closely with the MPA; is the principal financial adviser to the Commissioner and contributes to corporate strategy. Key responsibilities include management of the MPS budget; procurement and contracting for the MPS and the management of the MPA estate, which comprises over 720 operational buildings, 1,116 residential properties and 667 rooms in section houses.

The Resources Directorate has the strategic aim to provide first class customer focussed services of which the Metropolitan Police Service can be proud.

Resources role is to provide the support necessary to make operational policing happen. This includes management of the £3.6bn MPS budget to achieve the best possible value for money, and the provision of cost effective buildings and accommodation, fit for the purpose of meeting modern policing requirements. Many of our highly skilled staff are experts in their own fields, and the MPS is acknowledged to be at the cutting edge of police resourcing.

Resources Directorate's objectives flow from the wider MPS objectives outlined in the MPA/MPS Policing and Performance Plan. They are set out in our annual performance plan, which we review and report on at our monthly Resources Board Operational meetings.

The primary functions of the Resources Directorate include:

- **FINANCE SERVICES**
- Procurement Services
- Property Services and Environmental Management
- Strategy and Improvement

## **Finance Services Overview**

Since the creation of the Metropolitan Police Authority (MPA) in July 2000, together with an elected Mayor for London, the Met has been required to operate under Local Authority regulations in line with all other police services in the UK. Our accounts are in the public domain and there is a high degree of scrutiny into the way in which we use our resources and balance operational needs against the funds available.

Finance Services ensures effective planning and stewardship of a £3.6 billion budget to support efficient delivery of policing services. The department promotes and supports the use of financial information as an aid to strategic management and provides professional management accountancy advice and guidance throughout the Met.

Finance Services is formed of the following functional areas: Group Finance, Business Support and Exchequer Services.

### ***Group Finance***

Group Finance provides a number of corporate level financial activities for the MPS. It is responsible for macro financial planning and preparation of the Medium Term Financial Plan and Seven Year Capital Programme, ensuring that processes for financial planning and budget setting are aligned with MPA and Service business needs, and conforms to best practice. It is responsible for monitoring and forecasting of both the revenue and capital budgets, monitoring against the MPS Efficiency Plan and reporting consolidated budgetary information to MPA/MPS committees.

It produces the MPA statutory accounts and determines financial accounting standards and policies in accordance with the CIPFA statement of Recommended Practices and any other relevant statutory or best practice accounting protocols. It is responsible for business improvement in all aspects of financial and resource management, quality assurance and compliance, performance management, risk management and provides a proactive approach on audit and inspection activity.

### ***Business Support***

Business Support provides financial management and accountancy services to Business Groups through dedicated Business Accountants to ensure compliance with the governance and internal control frameworks. It is also responsible for providing Business Group Senior Management Teams with budget monitoring and forecasting information for both revenue and capital and the quality assurance of business cases and financial implications within MPS reports. The teams provide financial support for partnerships, EU Funding and other grant aided activity, the costing of major events and the charging for policing services in respect of the main Third Party contracts. Business Support teams also have responsibility for providing financial awareness training organisationally and facilitating staff development across the Resources Directorate.

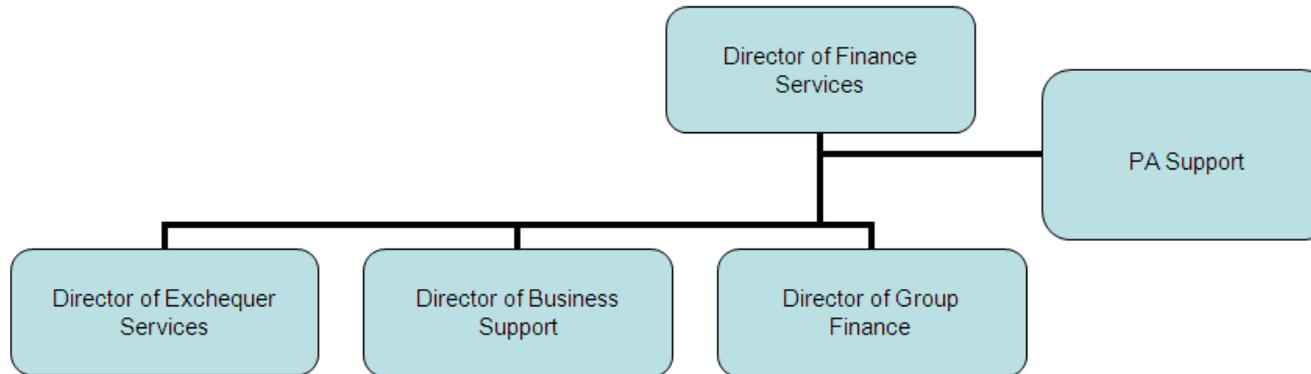
### ***Exchequer Services***

Exchequer Services manages the payment processes for creditors and staff (including the management of the outsourced payroll and pensions contracts), collection of income and invoicing of charges for services. The Division also provides cash management including banking facilities and managing the MPA's borrowing and investments, along with advice on VAT and tax and insurance issues. The Division is also responsible for the administration of MPS Charities, Police Property Act Fund accounts and Proceeds of Crime Act seizures.

### **Current Initiatives and Challenges:**

- Tightening budget constraints - £140m gap in 2010/11
- Financial support to high profile policing events, e.g. 2012 Olympics and Paralympics
- Further efficiency savings
- Embedding new structures and ways of working
- Further embedding of Corporate Governance, internal controls and compliance
- Hardware and software upgrades

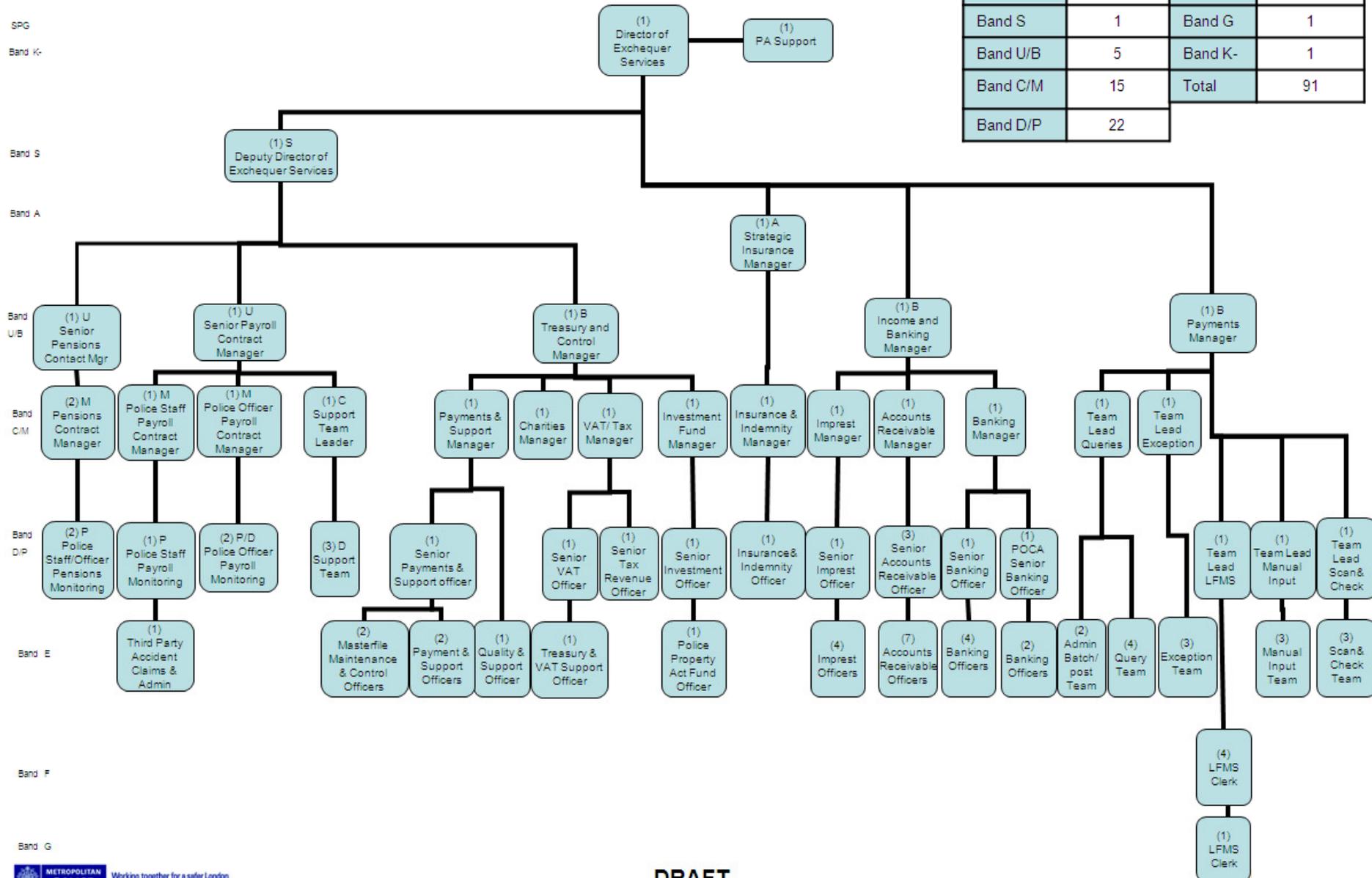
## Summary View – Proposed Structure for Finance Services



Band	Exchequer Services	Business Support	Group Finance	Director of FS	TOTAL
SPG	1	1	1	1	4
S	1	8	4	-	13
A	1	-	-	-	1
U	2	18	10	-	30
B	3	7	14	-	24
C	11	19	15	1	46
M	4	-	-	-	4
D	18	21	6	1	46
P	4	-	-	-	4
E	40	21	2	-	63
F	4	-	-	-	4
G	1	-	-	-	1
K-	1	1	1	-	3
PC/CI	-	3	0.6	-	3.6
<b>TOTAL</b>	<b>91</b>	<b>99</b>	<b>53.6</b>	<b>3</b>	<b>246.6</b>

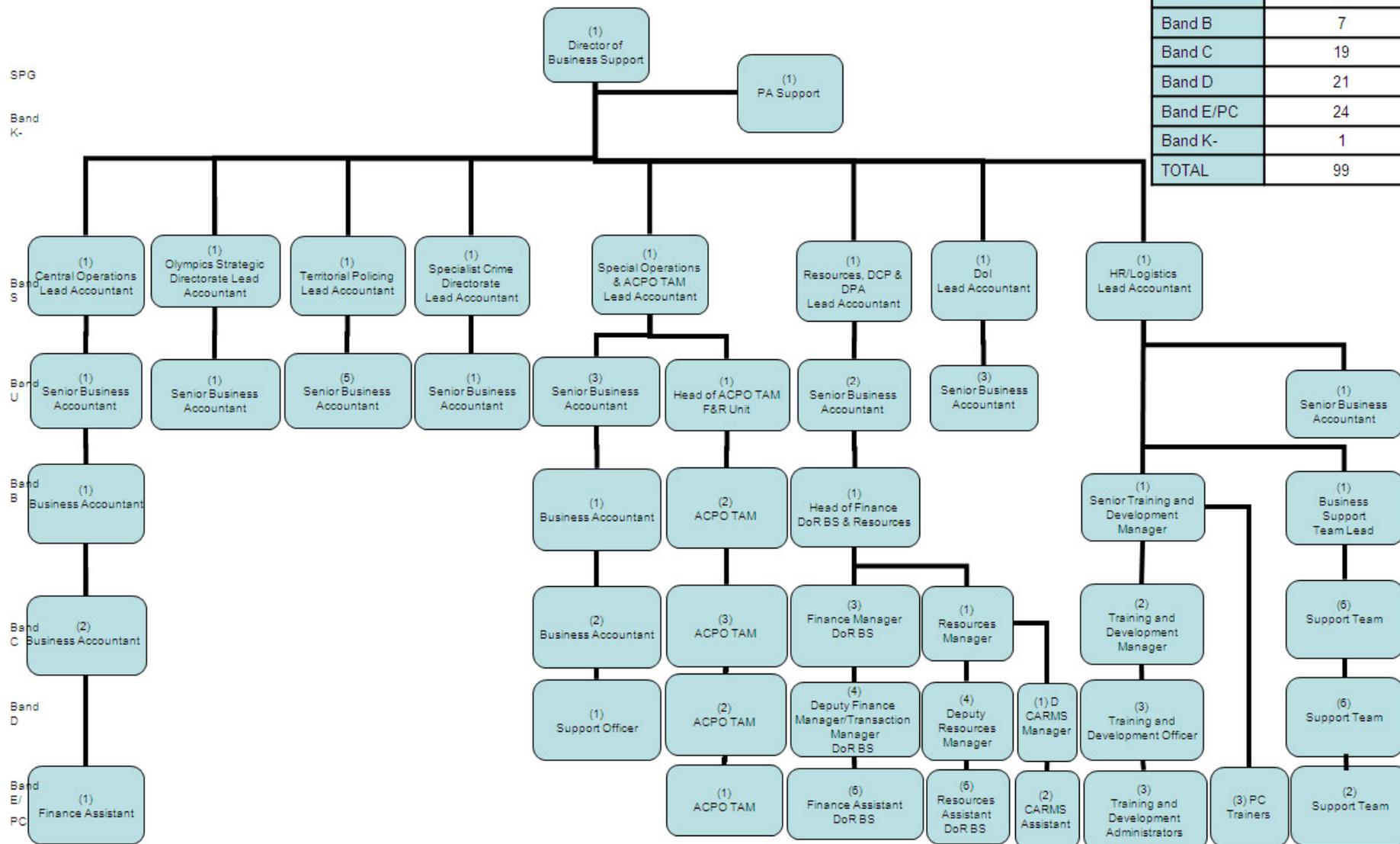
# Exchequer Services – To Be

Bands	Proposed Structure	Bands	Proposed Structure
SPG	1	Band E	40
Band A	1	Band F	4
Band S	1	Band G	1
Band U/B	5	Band K-	1
Band C/M	15	Total	91
Band D/P	22		

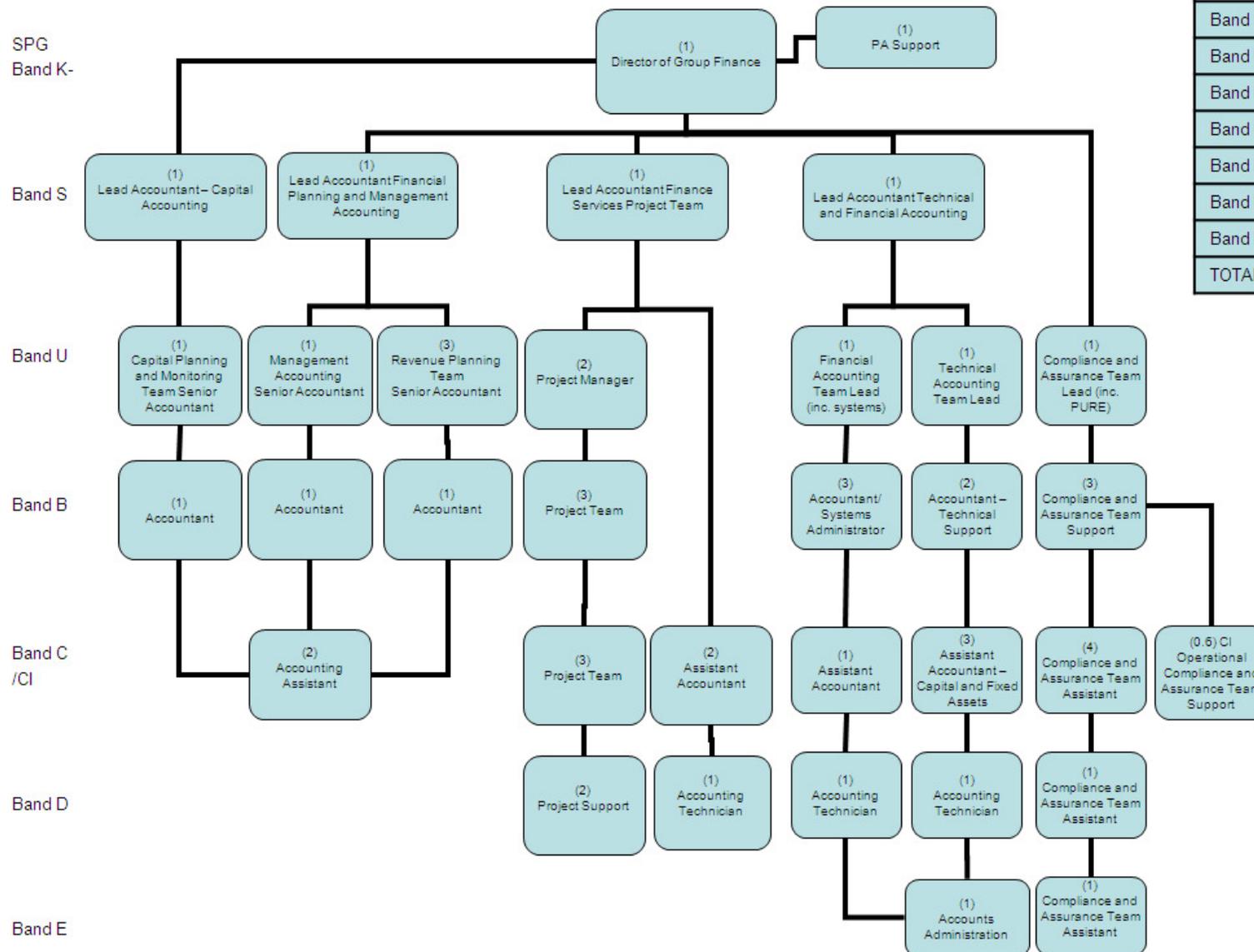


# Business Support – To Be

Band	Proposed Structure
SPG	1
Band S	8
Band U	18
Band B	7
Band C	19
Band D	21
Band E/PC	24
Band K-	1
<b>TOTAL</b>	<b>99</b>



# Group Finance – To Be



Band	Proposed Structure
SPG	1
Band S	4
Band U	10
Band B	14
Band C/CI	15.6
Band D	6
Band E	2
Band K-	1
<b>TOTAL</b>	<b>53.6</b>

## The Role of Lead Accountant

### Job and Organisational

Job Title:	Lead Accountant Financial Planning and Management Accounting - Band S
Directorate:	Finance Services
Reports to:	Director of Group Finance
Location:	ESB and within the MPS

### Job Purpose

Lead Accountants co-ordinate and provide a professional financial support service to MPS Senior Operational Management, including advice on budgeting, costing, forecasting and financial management within the local authority accounting framework. Post holders also provide information and advice to high profile external stakeholder groups, such as the Metropolitan Police Authority (MPA), Home Office, HMIC and the Audit Commission.

Specific responsibilities vary between Divisions and individual roles, and are allocated flexibly according to individual expertise.

### Key Functional Areas

- Broad organisational and political scanning
- Financial and business planning (revenue, capital, efficiency)
- Corporate forecasting and budgeting and budgetary control
- General revenue monitoring
- Contract management and cost recovery
- Costing methodologies
- Financial management and corporate governance
- Internal control
- Business cases
- Grant provision

### Principal Accountabilities

1. Managing the Corporate Budget Process and drafting the Supporting Financial Information for the MPS Business Plan.
2. Co-ordination of budgeting activity, including ensuring that any issues arising from the Medium Term Financial Plan (MTFP) and Capital Programme are properly reflected in allocations and reporting on issues & trends.
3. Ensure that financial practices, processes and advice provided personally and by the team are accurate, timely, understandable and of the highest professional standards, consistent with enabling others to fulfil their financial accountabilities.
4. Develop and maintain strong relationships with senior management and other key MPS staff to effectively provide them with "expert" financial support and guidance, and influence them to ensure their financial practices and information provision are appropriate and accurate.
5. Lead the development and maintenance of robust budgeting and planning processes and practices, and monitor compliance across the business.
6. Undertake monitoring and forecasting of Business Group budgets and major operations.
7. Manage and develop relationships with relevant external bodies, such as the MPA, Home Office, HMIC and Audit Commission etc, ensuring information provision within negotiated parameters, and responding to any issues/requests within tight timescales.
8. Liaise with other Lead Accountants to ensure consistency when corporate financial activity is involved.
9. Lead and develop staff to maximise their skills, knowledge, experience and customer service.

10. Personally keep up to date with all professional, legal, political and organisational developments consistent with the requirements of the post.
11. Report to the appropriate Director any cases of non-compliance with financial regulations and instructions, or when it becomes apparent that a breach of such regulations is likely.
12. Formulate and appraise Business Cases, investment appraisals and resource bids as appropriate.
13. Co-ordinate the methodology and programme for the monthly and annual reporting cycles undertaken within Finance Services and ensure these are adhered to. Review reports, other updates and evidence to assure their technical accuracy and consistency with own strategic organisational, local and national knowledge.

## **Role Profile - Competency Framework**

**Core Responsibilities**    **Activities** - *The role holder should effectively deliver these key requirements:*

### **Finance and Resources**

#### **Ensure the effective management of finance and resources**

Ensure the management of revenue and capital resources to maximise effective use of funding at the point of service delivery and achieve Best Value.

#### **Make recommendations for expenditure**

Develop and present recommendations for expenditure in line with organisational requirements and objectives.

#### **Manage effective financial control of the business**

Ensure that appropriate systems and procedures are in place to enable the organisation to efficiently use its resources.

#### **Secure adequate funding for the force**

Obtain the financial resources required to effectively meet organisational objectives.

#### **Secure finance and resources to meet organisational plans**

Maintain an awareness of the way the organisation generates and allocates financial resources. Evaluate proposals for expenditure and obtain financial resources for the organisation.

### **Human Resources**

#### **Enable the organisation to retain personnel from all communities**

Enable the organisation to retain personnel from all communities by contributing to the fair treatment of staff and supporting staff in promoting equality, diversity and rights in the working practices.

#### **Ensure the correct handling of disciplinary and unsatisfactory performance procedures**

Ensure a fair and balanced approach has been taken to address performance which is below standard, and that the actions taken have been proportionate, legal, accurate, necessary and in line with organisational procedures.

#### **Ensure the correct handling of grievance procedures**

Ensure that the grievance has been correctly handled and that actions have been taken in accordance with organisational procedure.

#### **Select required personnel**

Select the most appropriate candidate(s) for the position(s) whilst complying with Equal Opportunities policy and legislation.

### **Managing and Developing People**

#### **Carry out performance reviews**

Complete a fair and objective review of individual performance, recognising personal achievements and identifying areas for future development.

#### **Coach and mentor staff**

Provide advice, guidance, and feedback, to build confidence and improve effectiveness within existing roles and to acquire the knowledge and skills necessary for personal development.

#### **Delegate work to others**

Give responsibility and authority to others for discrete pieces of work, agreeing with them the targets they need to achieve, advising and supporting them in what they do.

#### **Develop individuals and teams to enhance performance**

Develop the knowledge and skills of both team members and individuals to ensure the best possible results at work by identifying needs, planning their development and using a variety of activities to improve performance.

**Manage the performance of teams and individuals**

Manage teams and individuals to agree short, medium and long term objectives, develop associated plans, and monitor and evaluate performance to ensure that organisational objectives are achieved.

**Monitor and maintain standards of professional conduct**

Monitor and maintain standards of professional conduct within own organisation in consultation with the Police Authority, stakeholders and chief officer colleagues. Develop and implement effective systems to enhance standards and increase customer confidence.

**Prepare and deliver presentations**

Prepare and deliver information to diverse audiences ensuring that you use an appropriate communication style, operate equipment correctly and represent the values of the Service.

**Managing the Organisation****Analyse information**

Analyse a range of information noting patterns and trends. Present the results in an appropriate format.

**Chair meetings**

Ensure adequate preparation, actively lead the meeting and encourage the exchange of information to enable the objectives of the meeting to be achieved.

**Create and maintain productive working relationships with the Police Authority**

Develop long term productive working relationships with appropriate Police Authority members and provide timely access to required information and personnel whilst ensuring the requirements of the organisation are represented in order to deliver an effective service.

**Evaluate information to support action**

Evaluate and assess the value of information identifying relevant patterns and trends. Use the information to take appropriate action and achieve desired outcomes.

**Implement change plans**

Ensure adequate communication of proposed changes, implement the change plan effectively, and encourage involvement of all individuals affected by the changes.

**Personal Responsibility****Maintain standards for the management of information**

Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation.

**Maintain standards of professional practice**

Ensure your behaviour complies with organisational values and organise your own work effectively to meet the demands of your role. Identify, implement and monitor development activities to enhance your own performance.

**Promote equality, diversity and Human Rights in working practices**

Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices.

**Work as part of a team**

Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and organisational objectives.

**Behaviour Area****Behaviour****Leading People****Effective communication**

Explains complex issues, making them easy to understand. Makes sure that important messages are being communicated and understood throughout the organisation.

**Teamworking**

Creates working partnerships inside and outside the organisation. Develops links with outside stakeholders to get different views. Develops strategies to help people work together to achieve organisational goals.

**Leading the Organisation****Problem Solving**

Applies a range of analytical techniques to understand complex information issues. Considers a range of options and their effects. Makes strategic decisions by logically analysing all the relevant factors.

**Planning and Organising**

Develops structured plans across a range of activities that may be complex. Monitors progress towards strategic objectives. Makes sure all activity is in line with efficient and effective policing.

**Leading the Way****Negotiation and Influencing**

Develops sophisticated strategies for influencing others at all levels in the organisation. Negotiates satisfactory solutions on broad or complicated issues with stakeholders.

**Respect for Race and Diversity**

Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences.

**Strategic Perspective**

Understands external expectations and influences on the organisation or unit. Identifies common goals, interests and perspectives with other agencies. Creates a vision for the future and a strategy for how it can be achieved.

**Personal Qualities & Values****Personal Responsibility**

Readily accepts responsibility for self and others. Takes responsibility for managing situations and problems. Leads by example, showing a commitment and a determination to succeed. Continues to learn and develop.

**Knowledge, Skills and Experience**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	CCAB Accountant with evidence of Continuing Professional Development.	Degree level management qualification.
<b>Knowledge</b>	Understanding of local authority / public sector funding issues, budget methodologies, management accounting practice, costing methodologies, audit regulation and local authority accounting framework.	
<b>Experience</b>	<p>Significant post-qualification</p> <p>Wide experience of financial management, business planning, forecasting and costing of major operations and activities in a complex, labour intensive organisation (private or public sector).</p> <p>Providing financial advice to senior financial and non-financial management.</p> <p>Business case formulation and appraisal.</p> <p>Dealing with complex technical accounting issues and their impact upon the statutory accounts.</p> <p>Leading multi-disciplinary teams of qualified and non qualified finance staff.</p>	<p>Demonstrates experience in the development of working practices.</p> <p>Experience of local authority committees and scrutiny groups/bodies.</p>
<b>Skills</b>	<p><b>1. Effective Communication and Negotiating &amp; Influencing</b>            Uses clear, concise and persuasive written and verbal presentation skills. Adapts style to report appropriately to finance colleagues and other stakeholders whose first discipline is not finance. Engages, negotiates with, and influences others internally and externally.</p> <p><b>2. Strategic Awareness</b>            Is proactive in developing and maintaining an up to date strategic understanding of the organisation, its relationship with external environments / organisations, and the impact this has on own work and that of colleagues/customers.</p> <p><b>3. Problem Solving and Analysis</b>            Rapidly analyses and interprets large volumes of complex data to initiate and produce meaningful reports, strategies and feedback to customer requests for information. Develops inventive solutions using different methods for solving often-complex problems.</p>	

<b>Skills continued</b>	<p><b>4. Planning &amp; Organising</b> Is highly organised and forward thinking. Proactively plans projects, and own time with a drive towards achieving key objectives. Has the flexibility to be responsive to stakeholders' immediate needs. Works around obstacles to achieving targets with determination, considering all possible alternative options.</p> <p><b>5. Personal Responsibility</b> Works autonomously. Remains composed &amp; calm in pressurised situations to complete tasks within set deadlines and contribute confidently in meetings with senior staff and stakeholders.</p> <p><b>6. Managing &amp; Developing People, Teamworking and Respect for Race &amp; Diversity</b> Develops solid day-to-day working relationships with other finance colleagues. Provides thought leadership to senior management on areas of expertise. Manages and develops individuals in order to maximise their efficiency and bring out their potential.</p>
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## Recruitment Process

### Background Information

Irrespective of the seniority of the position, all internal and external applicants will be required to successfully pass the selection process devised for this recruitment campaign. The selection process consists of the following elements, which after submission of the application form are all discrete elements that may lead to an application being rejected.

### CV and Supporting Letter

- All applicants will be required to submit their application online accompanied by a detailed CV and a covering letter outlining your experience and why you are suitable for the role.
- Letters and CVs will be reviewed to assess the extent to which you meet the knowledge, skills and experience requirements for the role, as well as checking nationality requirements (see below).

#### Paper-Sift 1

- The aim of this paper-sift is to identify and reject applications that have failed the basic requirements of the advertisement (E.g. nationality, incorrectly completed forms).
- We may contact you by telephone or email to seek clarification on certain information.

#### Paper-Sift 2

- The further Paper-Sift involves assessing the candidate's personal statement as to why they are suitable for this role.

#### Telephone Interview

- You will be contacted by an independent assessor to carry out a telephone interview, this will discuss your previous experience and suitability for the role.

#### Online Personality Questionnaire (OPQ)

- Applicants who pass the initial sifts will be invited to complete an OPQ. This will then be followed with an invite to an initial interview where you will receive feedback on your OPQ and have a competency based interview.

#### Competency based interview (CBI)

- Applicants who are successful at the Telephone Interview stage will be required to undertake a formal CBI. The interview day will include OPQ feedback, the interview will focus upon the criteria outlined within the Information Pack and involve giving a presentation (this will be prepared on the day).

#### Vetting

- Subject to successfully passing the Interview Board and Service vetting procedures, applicants will be offered the post of Lead Accountant.

## Equalities Statement

The Metropolitan Police Service seeks to employ a workforce which reflects the diversity of backgrounds and cultures within which we operate and to provide a working environment free from any form of harassment, intimidation, bullying, victimisation or unjustifiable discrimination. We shall treat individuals openly and fairly with dignity and respect. We shall value their contribution towards providing a quality service to the people of London. All members of the Service will demonstrate their commitment to these principles and will challenge behaviour which is unacceptable, in particular on the grounds of gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status. We shall ensure that our policies and procedures reflect these principles.

## Nationality Rules

### To qualify for employment, you must be:

- British Citizens;
- Citizens from the European Economic Area (current members are Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, the United Kingdom of Great Britain and Northern Ireland, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia and Slovenia) and;
- Commonwealth Citizens (must have the indefinite right of abode)
- Other foreign nationals (must have the indefinite right of abode)

Any applicant who is not a British Citizen or a member of the European Economic Area must have leave to enter or leave to remain in the United Kingdom for an indefinite period. This means that the applicants must be resident in the United Kingdom free from all restrictions or have an entitlement to do so and be in possession of a work permit.

Any applicant who does not have leave to enter or leave to remain in the United Kingdom for an indefinite period free of all restrictions or who does have a work permit cannot be proceeded with.

### Residency

If an applicant has not resided in the United Kingdom for the 3 years prior to submitting an application, their application cannot be proceeded with.

## Conditions of Service

- The normal hours of work are 36 per week excluding meal breaks. However, there will be occasions when you will be required to work in excess of these hours to achieve personal and branch objectives.
- You will be on probation during your first year.
- In deciding your suitability for appointment, the period of service you will be able to give (having regard to the normal retirement age of 65) will need to be sufficient to complete the period of appointment and to recoup any training and induction costs.
- Candidates will be asked to complete a security questionnaire.
- Certain posts might require a higher level of security vetting. Details will be provided if applicable.
- For this appointment you must be able to give regular and effective service. Therefore you will be required to complete a health declaration form, if short-listed for interview.
- Termination of Employment - Monthly paid staff; all staff in Senior Band S and L and equivalent; not less than three months notice, prior to the last day of service. All other Bands; not less than one month's notice, prior to the last day of service.

## Your Rewards

**Competitive salary** - on appointment of your standard contract, you will receive a starting salary of **circa £63,000** gross per annum. Credit transfer to your bank or building society account will pay you monthly.

**Generous annual leave entitlement** - In addition to public holidays, the paid annual leave entitlement will be 28 days on appointment, rising to 32 days after 7 years service.

**Metropolitan Police Civil Staff Pension Scheme** - The Civil Service offers a choice of pensions. Further information is available upon request.

**Training & Development** – the MPS is committed to the ongoing personal and professional development of its staff and offers a wide range of opportunities to help everyone reach their full potential.

**Interest Free Season Ticket Loan** - After two months you can apply for an advance for the purchase of a quarterly or longer period, season ticket loan. Repayment is by deduction from salary.

**Gyms** – Free use of fully equipped gyms.

**Sports & Social Activities** – the MPS has an excellent range of social, leisure and sporting activities and clubs.

**Flexible Working Patterns and Family Friendly Policies** - Details available upon request.

**Maternity Leave** - full pay for 30 weeks (after one year's completed paid service) with a further 26 weeks unpaid leave available.

**Adoptive leave** – 26 weeks at Statutory Maternity Pay rates (after 26 weeks service) with a further 26 weeks unpaid leave available.

**Paternity Leave** – full pay for 2 weeks (after 26 weeks service).

The MPS offers **Flexible Working opportunities**, for example: flexi-time, part-time, job share, compressed hours, voluntary reduced working time, term time and annualised hours. All of these options can be requested and will be considered by line managers. The business needs of the Directorate however, must also be met and there may be situations where some flexible patterns cannot be accommodated.

## What to do next

To submit your application, please visit [www.metpolicecareers.co.uk/finance](http://www.metpolicecareers.co.uk/finance). Please submit a detailed CV together with a supporting letter outlining why you are most suited to the job.

All forms should be returned by midnight on **1<sup>st</sup> June 2010**.

If you would like to discuss the role please contact Chris Strange - tel 0207 161 1622. He is currently Lead Accountant for Group Finance – Financial Planning and Management Accounting.

If you need to discuss the application process please contact Harry Evans on 01256 383626 or email: [harry.evans@capita.co.uk](mailto:harry.evans@capita.co.uk)

- The recruitment process is thorough and consequently can be quite lengthy.
- Shortlisting and interviews will be based on the criteria listed in the 'Knowledge, Skills and Experience' and 'Competency framework' and the MPS Values and Beliefs.
- All completed applications received will be acknowledged in writing. Until an offer of appointment is confirmed in writing, you should not assume your application has been successful.