

## Role Description – Branch Treasurer

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### About PFEW

The Police Federation of England and Wales (PFEW) is a staff association for all Police Constables, Sergeants and Inspectors (including Chief Inspectors).

The PFEW has a statutory obligation to ensure that the views of the members are accurately relayed to government, opinion formers and key stakeholders. To ensure this we measure the work we do and what we seek to achieve against our organisational aims and objectives.

The PFEW agrees that in fulfilling its statutory responsibilities for the welfare and efficiency of its members the Federation at all levels will:

- Ensure that its members are fully informed and that there is the highest degree of transparency in decision-making and use of resources
- Maintain exemplary standards of conduct, integrity and professionalism
- Act in the interests of the members and the public, seeking to build public confidence in the police service and accepting public accountability for its use of public money
- Work together within the Federation and in partnership with others in the policing world to achieve its goals

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### Role Title

**Branch Treasurer**

### Role Purpose

The Branch Treasurer is responsible for managing the financial accounts of the Branch as well as overseeing all financial day-to-day activities.

### Key Responsibilities

Listed below are the key responsibilities that an individual acting as a Branch Treasurer is expected to carry out:

#### Leadership

- Lead the financial management and financial strategy for the Branch

- Provide financial leadership and demonstrate good financial best practice to the Branch
- Provide executive recommendations and advise on the financial implications of the Branch's strategic plans

### **Representation and Engagement**

- Represent the Branch on all financial matters
- Act as Branch conduit and liaison for communications on financial matters between other Branches, national centre, Forces, external and internal stakeholders, etc.
- Advise the Branch Officers and Branch Committee on matters relating to financial management and appropriate expenditure
- Build and maintain relationships with key stakeholders e.g. service providers, auditors, accountants, trustees
- Negotiate with key individuals in relation to financial strategic matters e.g. Force Senior Officers
- Present the Branch's financial accounts when necessary, ensuring openness and transparency throughout e.g. at Branch Board meetings
- Attend National Treasurer Seminars at the national centre

### **Administration**

- Make personal declaration of responsibility to Branch finances
- Act as the main signatory for all Branch financial documents, including Branch accounts
- Responsible for making all payments on behalf of the Branch, including but not exclusive to:
  - Payments to Joint Funds
  - Employee related payments e.g. salaries, Employer's Tax and National Insurance Obligations, pension contributions
  - Facility-related payments e.g. service providers, utility bills, office equipment
  - Other payments e.g. insurance payments, HMRC payments, reimbursement of claimed expenses
- Confirm all payments to be authorised are verified, evidence-based, reasonable and justifiable
- Monitor and account for all regular and ad hoc payments made into the Branch account

- Track, record and document all Branch account activities (e.g. monies received, payments made, into the appropriate system) in appropriate book keeping systems such as Sage, Excel
- Prepare presentation and summary of accounts for all appropriate meetings
- Prepare annual Financial report and ensure timely distribution of this document to the relevant parties i.e. members, trustees
- Ensure the timely management and payment of expense claims to Representatives to ensure they are not out of pocket as a result of Federation duties
- Research all market data to ensure current deals with service providers remain the most economical and appropriate for the Branch e.g. mobile phone contracts
- Maintain working knowledge on all financial matters to ensure Branch finances are managed in compliance with the latest HMRC guidance, legislation, laws, statutory bodies, etc

### **Management**

- Ensure responsible, efficient and effective management of Branch funds
- Oversee the financial affairs of the Branch, ensuring they are legal, constitutional and within accepted accounting practice
- Manage expectations - keeping all appropriate individuals informed about the Branch's financial duties and responsibilities
- Collaborate with Deputy Treasurer to ensure continuity and resilience in the management of Branch finances
- Awareness of Deputy Treasurer development opportunities/improvement points to ensure they have the ability to support the Treasurer where needed

### **Key Competencies**

The below key competencies will aid successful performance as a Branch Treasurer:

#### **Functional**

- Knowledge of best financial practices, specifically relating to budget management and treasury is desirable and should be a priority to learn on appointment to this role
- Working knowledge of accounting practices is desirable
- Ability to keep up to date with industry changes e.g. the latest HMRC guidance, economic climate, employment practices and law
- Ability to use, or learn to use, modern IT systems, specifically accounting and corporate packages e.g. Sage

- Participation in Treasury-related training sessions is strongly encouraged on appointment to, and during time on, the role. Sessions are regularly run both internally and externally e.g. Book Keeping courses at the national centre and online Excel courses
- Basic numeracy and analytical skills

### **Interpersonal**

- Strong time management skills
- Ability to be flexible and adaptable to learning new skills and practices
- Ability to liaise with stakeholders of various levels of seniority, including external parties
- Ability to work well in a team, with strong interpersonal skills
- Strong communication skills are needed to liaise with various different internal and external stakeholders e.g. auditors, the Council etc.
- Proactive and forward thinking; always identifying what can be done to improve functions and activities

### **Mobility**

There is an expectation that all Federation Representatives are willing to travel in line with their Federation duties. For example, to attend meetings, training, as well as being committed to interacting with Branch members and external parties, as required.

### **Values**

It is expected that all Branch Treasurers represent commitment to the values outlined in the Federation's core purpose, including:

- Openness
- Transparency
- Member first
- Collaboration
- Integrity

### **Compliance**

First and foremost, all PFEW Representatives are serving police officers. As such, post holders should ensure that their actions and practices are compliant with all relevant Police Regulations and Determinations, Force Requirements and Policies, including the College of Policing Code of Ethics and its Code of Practice for the Principles and Standards of

Professional Behaviour for the Policing Profession of England and Wales. Further to this, there is an expectation that PFEW Representatives remain eligible to return to service if required. Whilst holding a position within PFEW, Representatives must also remain compliant with all PFEW Regulations, Rules, and Policies.