

- Highly motivated senior leader with strong interpersonal, leadership and communication skills. Credible at senior level with the ability to explain key financial messages in an easy-to-understand way. Confident to provide sound independent advice on financial and procurement matters.
- Fellow Chartered Certified Accountant (FCCA) – with 25 years' experience in public sector finance. I bring an analytical approach, provide a logical and balanced view, and support my reasoning with evidence. I am a pragmatic problem solver who can recognise the implications of an issue and assess the potential outcomes allowing me to effectively provide positive outcomes.
- I demonstrate integrity, truth and loyalty that builds trust and creates an environment for continuous improvement and change. I continually develop individuals within my team by supporting formal studies and providing opportunities for informal development and provide financial awareness development for non-finance colleagues.
- I am able to identify opportunities to instill a sense of purpose and set clear direction and boundaries to ensure colleagues can perform at their best and foster resilience within the team.

### KEY SKILLS

- Strategic & financial planning
- People development
- Financial reporting
- Performance management
- Process and project management
- Negotiation
- Stakeholder Management
- Strong cognitive and analysis skills
- Continuous Improvement
- Proficient in Microsoft applications

### EMPLOYMENT HISTORY

**Humberside Fire and Rescue Service/Humberside Fire Authority**

**Jan 2011 – Present**

**Police and Crime Commissioner for Humberside**

**Jan 2020 – Present**

**Joint Deputy Chief Finance Officer/Deputy S151 Officer**

**Jan 2020 – Present**

*A high-profile role reporting directly to the Executive Director of Finance, providing strategic input to decision making and responsible for the overall management of the Finance and Procurement function at Humberside Fire and Rescue Service (HFRS) and providing strategic financial advice to the Police and Crime Commissioner (PCC) and Chief Executive. Deputises for the Executive Director of Finance as required. Leads, manages, and develops a finance and procurement team of 14.*

- Presenting Financial information to Humberside Fire Authority, the PCC and at the Governance, Audit and Scrutiny Committee.
- Leading the production of the Medium-term Resource Strategy and liaising with the Executive Director of Finance in the calculation of the Precept and the production of the Authority's/PCCs Medium-Term Resource Strategy, providing options and impact of Precept decisions for Humberside Fire Authority Members/PCC
- Management of the finance function, including monitoring of performance against key performance indicators. Responsible for the development of individuals in the finance team, team resilience and performance. Instilling finance knowledge to non-finance personnel from budget owners to executive directors
- Management of the procurement function including providing support and guidance on the tendering process, the achievement of value for money and compliance with the Authority's Constitution and relevant legislation
- Management of the closedown of the accounts on an annual basis followed by the production of the Statement of Accounts in accordance with the CIPFA Code of Practice
- Overseeing the provision of monthly/quarterly corporate financial information and support to Members, the Executive board/PCC, Directors, budget holders and other relevant staff. Providing relevant training and advice in relation to financial management

- Managing the development and maintenance of financial information systems in order to ensure accuracy of transactions, appropriate control procedures are in place and the provision of timely relevant reports and returns
- Analysis and interpretation of the implications of new legislation and external developments in relation to finance and recommending suitable action to Executive Director of Finance
- Ensuring that the Authority's Pension function operates effectively and in compliance with regulations
- Implementation of the Authority's/PCCs Treasury Management Policy including regular contact with the Authority's/PCCs Treasury Management Advisors
- Compliance with relevant legislation and policies and procedures of Humberside Fire Authority/OPCC including acting in compliance with the provisions of equal opportunities, data protection and health and safety legislation

#### **Key achievements**

- Continuous improvement and development of a professionally qualified finance and procurement function
- Ensured the medium-term financial planning process is resilient and risks are mitigated
- Supported and advised on the development of HFR Solutions (CIC) and Emergency Services Fleet Management (ESFM) joint company between Humberside Police and Humberside Fire and Rescue Service
- Unqualified Audit Opinion since 2010
- Strategic financial planning for HFRS (£52m Revenue) and PCC for Humberside (£233m Revenue). Maintained a stable financial position with adequate levels of reserves

#### **Head of Finance**

**Apr 2017 – Dec 2019**

A high-profile role, reporting directly to the Executive Director of Finance, and responsible for the overall management of the Finance and Procurement function at Humberside Fire and Rescue Service (HFRS). Deputised for the Executive Director of Finance as required. Lead, managed, and developed a finance and procurement team of 11.

#### **Joint Head of Finance (Temporarily seconded to OPCC 3 days per week)**

**Jan 2019 – Jun 2019**

Provided Technical Accountancy support to the OPCC to ensure that the PCC produced the statutory accounts in accordance with the statutory deadline of 31 May, continued to manage the Finance and Procurement functions at Humberside Fire and Rescue Service.

#### **Finance Manager**

**Jan 2011 – Mar 2017**

Responsible for the overall management of the Finance, Procurement and Stores functions at Humberside Fire and Rescue Service (HFRS). Deputised for the Executive Director of Finance as required. Lead, managed, and developed a finance, procurement and stores team of 14.

#### **Association of Chartered Certified Accountants**

**Jul 2007 – Mar 2015**

Assistant examiner/marker for the ACCA Financial Reporting paper.

#### **Humberside Police – Principal Finance Officer (Accountancy)**

**Jul 2007 - Dec 2010**

Responsible for production of the Forces Capital and Revenue budgets including assisting with the production of the medium-term financial plan and completing the production of the annual accounts in accordance with the statutory deadline. Managed the production of monthly financial information to the Corporate Management Team and other staff.

#### **FTC Kaplan – Associate Tutor**

**Jan 2006 - Jul 2007**

Responsible for providing training and support to students completing professional accountancy exams (ICAEW/ACCA/CIMA/AAT), specialising in financial reporting. Preparing all class material for presentation in class and delivery to students. Counselling and supporting students also formed a key part of the role.

#### **Eastern Hull Primary Care Trust – Management Accountant**

**Sep 2003 - Dec 2005**

Provided Finance support for a number of budget holders with a value of £122m, suggested courses of action to manage variances such as cost saving and recovery of income. Management of the General Ledger to ensure timely and accurate production of Financial information.

**Hull and East Yorkshire Hospitals NHS Trust – Finance Trainee**

**Nov 1998 - Sep 2003**

Worked in all areas of the Finance function such as payroll, financial accounts, management accounts and purchase accounts on a rotation basis. Completed Association of Accounting Technicians qualification.

**Humberside Police - Finance Assistant (Accounts)**

**Mar 1998 – Nov 1998**

Purchase Accounts

**EDUCATION, TRAINING & PROFESSIONAL ACCREDITATIONS**

**Association of Chartered Certified Accountants (ACCA)**

Fellow, 2010; Member, 2005

**Advanced Leadership Programme (Humberside Fire and Rescue) - Grimsby Institute of Further and Higher Education - 2015**

**NVQ Diploma in Management**

2013

**CMI Diploma in Management and Leadership**

2013

**INTERESTS**

I am a keen supporter of Hull City, coach junior cricket, enjoy walking, jogging and spending time with my family.