**WEST YORKSHIRE FIRE & RESCUE SERVICE**

# JOB DESCRIPTION

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| **POST TITLE:** | Accounts Officer – Capital / Technical |
| **GRADE:** | 7 |
| **RESPONSIBLE TO:** | Treasury Management Officer |
| **RESPONSIBLE FOR:** | None |
| **PURPOSE OF POST:** | The main purpose of the post is to provide accurate, understandable and timely financial information on the Authority’s capital programme and annual Statement of Accounts. |

##### MAIN DUTIES AND RESPONSIBILITIES

**Capital Accounting**

1. To work closely with both the Senior Finance Manager and Treasury Management Officer to ensure financial management of the capital plan which includes the provision of accurate, understandable and timely financial information to enable budget holders at all levels to manage their capital budgets efficiently and effectively.
2. To provide a monthly summary of capital expenditure for the Chief Finance and Procurement Officer, Management Board and capital budget holders.
3. Monitoring capital expenditure against capital budgets. Investigating any over or underspends and ensuring the correct coding is used.
4. Develop and maintain systems to provide detailed analysis of expenditure on the Authority’s capital plan.
5. Develop a report detailing all approved capital bids and approved slippage on capital schemes and maintenance of this throughout the year.
6. Maintenance of capital documents such as capital bids, approval of expenditure, authorisation via capital outlay report and the maintenance of virements and closure of capital schemes once completed.
7. Manage the process of transferring capital schemes between financial years.
8. Provide training and issue understandable guidance manuals relating to the management of the capital plan to be used by all managers.
9. Manage and maintain the Capital Coding structure, liaising with the Kirklees Council Capital team and internal departments.
10. To meet key managers to ensure the profiling of capital budgets is reasonable and to highlight key issues to the Chief Finance and Procurement Officer and the Senior Finance Manager.
11. To manage the annual Land & Buildings Revaluation programme.

**Treasury Management**

1. To work in conjunction with the Treasury Management Officer and act under instruction to arrange investments and borrowing with brokers and then inputting to the banking system.
2. Allocation of transactions (borrowing, investments and interest charges) in relation to Treasury Management within the financial accounting system.

**Financial Accounting**

1. Maintain the Chartered Institute of Public Finance and Accountancy (CIPFA) Asset Management System, ensuring that all assets are accurately accounted for in the Authority's financial statements.
2. A monthly review of the Authority’s balance sheet.
3. To help facilitate the external audit (interim and final) and be a day to day contact between the Authority and the auditor.
4. Assist in the production of key financial statements and notes to the Statement of Accounts ensuring that statutory deadlines are strictly adhered to.
5. Keep up to date with changes to accounting codes of practice and accounting standards and develop processes within the financial accounts to take into account these changes.
6. To develop and maintain the accounting treatments for revenue and capital grants, and reserves during the year and ensure the correct accounting process are applied in the financial statements.
7. To manage the implementation of a bespoke system to aid the closure of accounts by mapping the trial balance into the correct presentation for the statement of accounts.

**Responsibility for the submission of the following Statutory returns and annual submission of data**

1. Completion of the Capital Expenditure Return (CER) for submission to the Department of Communities and Local Government via DELTA within statutory deadlines.
2. Completion of the Whole of Government Accounts (WGA) working to the instruction of the Treasury Management Officer for submission to the Ministry of Housing Communities and Local Government within the Statutory deadlines.
3. Completion of quarterly capital statistical returns and their submission to the relevant Government Department via DELTA i.e., Capital Payment Receipt (CPR).
4. Completion of the Capital Outturn Report (COR) and submission via DELTA.

**Attendance at the following meetings**

1. Capital Management Monitoring Group (CMMG) meetings and represent finance on any capital subgroups.
2. Attendance at external Audit meetings (preparation and review meetings)

**Other Duties**

1. Fully participate in WYFRS’s Annual Review process according to the responsibilities of the role.
2. To be responsible for ensuring that your conduct and behaviour accords with organisation values and Equality and Diversity at Work policy and promote an environment of dignity and respect amongst colleagues.
3. Implement and promote the Authority’s:
   1. Health and Safety policies
   2. Equality and Diversity policies
   3. Information Security Management System policies
   4. Safeguarding policies
   5. Business continuity policy and contingency arrangements
4. Responsible for ensuring any data produced in relation to the post is accurate and current.
5. To carry out any other appropriate duties as assigned by the Senior Finance Manager or their deputy appropriate to the grade.

**PERSON SPECIFICATION/SHORTLISTING CRITERIA**

In the supporting statement section of the application form give clear, concise examples of how **you meet all the ‘Essential’ person specification criteria** (i.e., items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e., criteria you need to do the job, but which could be learnt during training.

Please list or number the person specification competency criteria against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

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|  | **Experience** | Essential/ Desirable | Source |
| 1 | Extensive knowledge of financial procedures and systems. | Essential | Application & Selection process |
| 2 | Preparation of financial reports for budget holders including senior management and directors. | Essential | Selection process |
| 3 | Experience of the closure of accounts | Essential | Application & Selection process |
| 4 | Ability to understand and explain complex financial information | Essential | Selection process |
| 5 | Development and improvement of financial monitoring systems. | Essential | Selection process |

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|  | **Education and Training** | Essential/ Desirable | Source |
| 6 | Fully Qualified Accounting Technician or part qualified accountant | Essential | Application & Selection process |
| 7 | Willingness to undertake further training and development | Essential | Application |

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|  | **Special Knowledge and Skills** | Essential/ Desirable | Source |
| 8 | Advanced use of Microsoft packages including Word and Excel. | Essential | Selection process |
| 9 | Ability to organise your own workloads. To have responsibility for a wide area of the finance workload and to deliver varied tasks within tight deadlines. These will include statutory guidelines. | Essential | Application & Selection process |
| 10 | Knowledge of local government budgeting and accounting systems on both revenue and capital expenditure. | Desirable | Application & Selection process |
| 11 | Knowledge of accounting codes of practice, accounting conventions and accounting standards. | Essential | Application & Selection process |
| 12 | Appreciation of the current issues that are affecting the fire service and local government in general and a good understanding of how these issues affect the provision of financial management within the fire service. | Desirable | Application & Selection process |
| 13 | Excellent communication skills both written and oral. | Essential | Application & Selection process |
| 14 | Ability to analyse and make judgement on complex financial information and to develop long term solutions based on the financial analysis. | Essential | Application & Selection process |
| 15 | Ability to translate complex financial information and explain the results to non-financially trained managers | Essential | Application & Selection process |
| 16 | Excellent IT skills to enable the preparation of complex financial reports. | Essential | Application & Selection process |
| 17 | Well-developed analytical and problem solving skills | Essential | Selection process |
| 18 | Demonstrate commitment to good data quality within all areas of work | Essential | Selection process |
| 19 | Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider | Essential | Selection process |

**Date updated:** July 2021