

## WEST YORKSHIRE FIRE & RESCUE SERVICE

### JOB DESCRIPTION

<b>POST TITLE:</b>	Accounts Officer – Management
<b>GRADE:</b>	6-7
<b>RESPONSIBLE TO:</b>	Treasury Management Officer
<b>RESPONSIBLE FOR:</b>	None
<b>PURPOSE OF POST:</b>	The main purpose of the post is to provide accurate, understandable, and timely financial information to enable budget holders at all levels to manage their budgets efficiently and effectively.

### MAIN DUTIES AND RESPONSIBILITIES

#### **Management Accounting**

1. Assist in the provision of budget monitoring information on a monthly basis ensuring that expenditure is correctly coded and that the information is in an easy to understand format.
2. Answer queries and provide ad hoc reports to budget holders to assist them in the management of their budget.
3. Assist in the preparation of the annual budget and ensuring budgets are on SAP and circulated to budget holders.
4. Provide training to budget holders on budget management and control
5. To maintain effective revenue budget monitoring reports which are sent out on a timely basis every month. This should highlight key variances within the budget in a clear and concise way and the postholder should ensure that the budget holder has sufficient training and support in order to effectively manage their budget.
6. To use an analytical approach to compare prior year outturns with current year budgets and forecast to engage with budget holders to assess whether there is the potential for budget reductions or likewise where there is a budget growth requirement.
7. Assist with budget virements ensuring it has appropriate authorisation and is reflected within the monitoring reports.
8. To advise on the revenue and capital impacts of new projects and to support the Treasury Management Officer in maintaining understandable guidance relating to the roles and responsibilities that a budget holder has.

### **Financial Accounting**

9. To support the Treasury Management Officer during the closure of accounts process including taking responsibility for ensuring income and expenditure is complete including the support of the accruals process and production of notes to the accounts.

### **Treasury Management**

10. 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. This will include making investments within the remit of the Authorities Strategy. Once this is in place you will be expected to place the investment within the Barclays banking system ready to be approved.

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

11. Assist with the preparation of statutory returns (Quarterly Revenue Outturn and Revenue Outturn) on DELTA to be reviewed by the Senior Finance Manager.
12. Assist with the preparation of the Revenue Account (RA) – Budget Collection for completion via DELTA to be reviewed by the Senior Finance Manager.
13. Completion of the annual insurance questionnaire in liaison with the Procurement Manager.

### **Attendance at the following meetings**

14. To meet cost centre managers for budgetary control, the setting of budgets and improving manager accountability for improved budget ownership.
15. To represent the Finance Team at quarterly director briefing meetings.

### **Other Duties**

16. To assist in the implementation and continued support of an organisation wide development tool to enable effective reporting of Key Performance Indicators (KPI)s.
17. Fully participate in WYFRS's Annual Review process according to the responsibilities of the role.
18. To be responsible for ensuring that your conduct and behaviour accords with Service Policies on Equality and Diversity and Ground Rules, and for promoting an environment of dignity and respect amongst colleagues.
19. Implement and promote the Authority's:
  - a. Health and Safety policies
  - b. Equality and Diversity policies
  - c. Information Security Management System policies
  - d. Safeguarding policies
  - e. Business continuity policy and contingency arrangements

20. Responsible for ensuring any data produced in relation to the post is accurate and current.
21. To carry out any other appropriate duties as assigned by the Senior Finance Manager or their deputy appropriate to the grade.

## PERSON SPECIFICATION

	<b>Experience</b>	Essential/ Desirable	Source
1	Extensive knowledge of financial procedures and systems relevant to a public sector organisation.	Essential	Application form/Interview
2	Extensive experience of managing a budget monitoring process	Essential	Application form/Interview
3	Preparation of financial reports for budget holders including senior management and directors.	Essential	Application \ interview
4	Ability to understand and explain complex financial information	Essential	Application \ interview
5	Development and improvement of financial monitoring systems.	Desirable	Application \ interview

	<b>Education and Training</b>	Essential/ Desirable	Source
6	Part Qualified Accounting Technician – AAT Level 3 qualification	Essential	Application form/Interview
7	Willingness to undertake further training and development	Desirable	Application

	<b>Special Knowledge and Skills</b>	Essential/ Desirable	Source
8	Advanced use of Microsoft packages such as Word and Excel with the commitment to good quality data.	Essential	Application form/Interview
9	Ability to organise your own workload with conflicting priorities to deliver varied tasks within tight deadlines. These will include statutory guidelines.	Essential	Application form/Interview
10	Knowledge of local government budgeting and accounting systems on both revenue and capital expenditure.	Essential	Application form/Interview
11	Knowledge of accounting codes of practice, accounting conventions and accounting standards.	Essential	Interview
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	Interview
13	Excellent communication skills both written and oral.	Essential	Application \ interview
14	Ability to analyse and make judgement on complex financial information and to develop long term solutions based on the financial analysis.	Essential	Application form/Interview

15	Ability to translate complex financial information and explain the results to non-financially trained managers	Essential	Application \ interview
16	Excellent IT skills to enable the preparation of complex financial reports.	Essential	Application \ interview
17	Well-developed analytical and problem solving skills	Essential	Application \ interview
18	Developing the financial expertise of others	Essential	Application \ interview
19	Ability to plan and manage projects	Essential	Interview

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