**WEST YORKSHIRE FIRE AND RESCUE SERVICE**

**JOB DESCRIPTION**

**POST TITLE:** Finance Officer

**GRADE:** 7 (plus 4% management allowance)

**RESPONSIBLE TO:** Senior Finance Manager

**RESPONSIBLE FOR:** Payroll Officer, Accounts Assistant (2)

**PURPOSE OF POST:** Overall responsibility for managing payroll, exchequer services and the administrative functions within the Finance Department. To develop and implement Finance projects, initiatives and procedures.

**MAIN DUTIES AND RESPONSIBILITIES**

1. Support the Senior Finance Manager with the development and implementation of the Finance strategy, ensuring alignment to key business objectives and priorities of the service.
2. Work closely with the Senior Finance Manager to ensure delivery of a value adding Finance service and contribute to the development of the function.
3. Build effective working relationships with staff at all levels to support their understanding of financial regulations and enable delivery of a robust and transparent financial practice.
4. In conjunction with the Senior Finance Manager develop Finance policies in line with changes to employment and taxation legislation and statutory requirements.
5. Continuously review Finance policies to ensure compliance with current legislation and statutory requirements, liaising with the Authority’s tax advisors, HMRC and undertaking CPD to ensure knowledge is accurate and up to date.
6. Assess the impact and financial implications of any changes in legislation for review by the Senior Finance Manager.
7. Continuously review all Finance systems and processes ensuring they are customer focussed, streamlined, efficient and fit for purpose.
8. Lead Finance team projects and initiatives.
9. Represent the Finance Department in organisational project teams to support change initiatives.
10. Support the Senior Finance Manager with the Finance team operational planning, self-assessment processes and the development, implementation and review of Key Performance Indicators (KPIs).
11. Working with the Senior Finance Manager to review, update and test the Business Continuity plan for the business critical functions Payroll and Accounts Payable.
12. Lead, co-ordinate and authorise the payment of creditor invoices, monitoring and prioritising payments in line with KPIs and statutory requirements.
13. Maximise income generation through the effective management of the Authority’s customer income streams, including the authorisation of credit notes and refunds for customers.
14. Lead on the annual review of fees and charges, ensuring the exercise is undertaken in line with financial regulations.
15. Develop, implement and review costing templates for the provision of services to external customers.
16. Overall responsibility for the management of the payroll function.
17. Responsible for the submission of statutory returns in accordance with strict statutory deadlines, including P11d expenses and benefits, data transparency publications and annual spend data publication.
18. Oversee the administration and management of the Authority’s corporate credit cards and department purchasing cards, co-ordinating returns from cardholders in line with month end deadlines.
19. Oversee and co-ordinate the provision of accurate and detailed budget monitoring information on a monthly basis to support the senior Finance Management team.
20. To lead on the development and maintenance of invoice payment monitoring reports for departments, proposing corrective action where necessary.
21. Design and deliver training to departments and managers to increase autopayment of creditor invoices and at year-end to ensure the smooth transition to the new financial year.
22. To have responsibility for year-end payroll journals, preparing accruals, stock adjustments, year-end recharges and notes to the published accounts, working under time pressured conditions to ensure adherence to strict deadlines.
23. Undertaking monthly balance sheet reconciliations involving creditor and debtor accounts, acting as principal liaison officer with internal and external stakeholders to identify errors and undertake corrective action.
24. Assist the Treasury Management Officer with the preparation of the monthly cash flow monitoring report.
25. Approval of Treasury Management daily dealing activities, including authorising the payment of monies to counterparties from the Authority’s bank account.
26. Undertake audits of the Sports and Social Club section accounts. Nominated authorised signatory for the Sports and Social Club main bank account.
27. Responsibility for ensuring the Finance team have sufficient resources to undertake their tasks. This includes the day to day management of the Office environment such as ordering stationery, managing storage solutions and reporting faults.
28. Develop and oversee the maintenance of the corporate Finance and internal Finance team site including file structures and naming conventions and responsible for archiving and deleting obsolete files in accordance with retention schedules.
29. To represent the finance department at internal and external meetings.
30. To 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
31. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
32. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
33. Responsibility for ensuring any data produced in relation to the post is accurate and current. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
34. To carry out any ither appropriate duties as assigned by the Senior Finance Manager.
35. **PERSON SPECIFICATION/SHORTLISTING CRITERIA**

To be shortlisted for the post you will need to demonstrate your ability to meet the requirements of the role by giving clear, concise **examples of how you meet each** of the following person specification criteria on your application form. On your application form please list or number the competency criteria against which you are providing evidence/examples.

You will only be shortlisted from the details in the application form if you meet **all Essential criteria**, i.e. items you must be able to do from day one to be able to perform the role. If a large number of applications are received, only those who also meet the Desirable criteria will be shortlisted, i.e. criteria you need to undertake the role, but which could be learnt during training.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

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|  | **Experience** | **Essential/ Desirable** | **Where identified** |
| 1 | Extensive knowledge of financial procedures and systems relevant to a public sector organisation. | Essential | Application and Selection Process |
| 2 | Extensive experience of managing, developing and motivating staff | Essential | Application and Selection Process |
| 3 | To have extensive experience of dealing with payroll, cash, creditors and debtors | Essential | Application and Selection Process |
| 4 | Significant knowledge of and ability to interpret employment and taxation legislation | Essential | Application and Selection Process |
| 5 | Ability to understand and explain complex financial information | Essential | Selection process |
| 6 | Extensive experience of resource management within the office environment. | Essential | Application |
| 7 | Extensive experience of managing projects and organisational change initiatives | Essential | Application |

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|  | **Education and Training** | Essential/ Desirable | Source |
| 8 | Possession of a recognised financial qualification | Essential | Application and Selection Process |
| 9 | Possession of a recognised Payroll qualification | Desirable | Application |
| 10 | Evidence of continuing professional and personal development, including current membership of a Professional Body | Essential | Application |
| 11 | Willingness to undertake further training and development | Essential | Application |

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|  | **Special Knowledge and Skills** | **Essential/ Desirable** | **Where identified** |
| 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 | Selection Process |
| 13 | Knowledge of local government pay, budgeting and accounting systems. | Essential | Application and Selection Process |
| 14 | Advanced use of Microsoft packages including Word and Excel to enable the preparation of complex financial reports | Essential | Application and Selection Process |
| 15 | Ability to work on own initiative, using well developed analytical and problem-solving skills to analyse and make judgement on complex financial information. | Essential | Selection Process |
| 16 | Ability to translate complex financial information and explain the results to non-financially trained managers | Essential | Application and Selection Process |
| 17 | Ability to prioritise and meet conflicting deadlines. | Essential | Application and Selection Process |
| 18 | Ability to organise your own workload and the work of others. To have responsibility for a wide area of the finance workload and deliver varied tasks within tight deadlines. These will include statutory deadlines | Essential | Application and Selection Process |
| 19 | Excellent verbal and written communication skills including an ability to communicate with staff at all levels of the organisation. | Essential | Application and Selection Process |
| 20 | Ability to work as part of a team | Essential | Application and Selection Process |
| 21 | Significant experience of customer relationship management and commitment to always providing excellent customer service | Essential | Application and Selection Process |
| 22 | Demonstrate commitment to good data quality within all areas of work | Essential | Application and Selection Process |
| 23 | Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider | Essential | Selection Process |
| 24 | Demonstrate an understanding of and ability to implement Health & Safety at work | Essential | Selection Process |