**WEST YORKSHIRE FIRE & RESCUE SERVICE**

# JOB DESCRIPTION

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| **POST TITLE:** | Finance Business Partner Trainee |
| **GRADE:** | 6-7 |
| **RESPONSIBLE TO:** | Treasury Management Officer |
| **RESPONSIBLE FOR:** | N/A |
| **PURPOSE OF POST:** | Provide support to the financial accounting, management accounting and treasury functions within the Finance Department. |

#####  MAIN DUTIES AND RESPONSIBILITIES

1. Support the Senior Finance Management Team with the implementation of the Finance strategy, ensuring alignment to key business objectives and the priorities of the Service.
2. To work closely with both the Senior Finance Manager and Treasury Management Officer to ensure delivery of a value adding financial management service and contribute towards the development of the function.
3. The provision of accurate, understandable and timely financial information to enable budget holders at all levels to manage their budgets efficiently and ensure effective financial management of the annual revenue budget and capital plan.
4. Monitoring expenditure against budgets and working with budget holders to investigate any over or underspends, ensuring that expenditure is correctly coded and that the information is in an easy to understand format.
5. Producing and distributing budget monitoring reports which are sent out on a timely basis every month. These reports will highlight key variances within the budget for discussion during regular meetings held with budget holders.
6. Assist managers to fulfill their departmental and district objectives and action plans by providing timely financial advice and support.
7. Preparing detailed analysis and providing ad hoc reports to budget holders in response to queries, to assist them in the management of their budgets.
8. Assist with the provision of training and issue understandable guidance manuals relating to budget management and control.
9. Assist with the maintenance of the capital and revenue coding structure, liaising with Kirklees Council and internal departments.
10. Ensure the profiling of budgets is reasonable and highlight key issues to the Chief Finance and Procurement Officer and the Senior Finance Manager.
11. Assist in the preparation of the annual budget including the coordination of revenue and capital bids submitted by departments.
12. Ensuring the appropriate authorisation is in place before inputting changes to budgets in SAP and communicating updates to budget holders and Directors.
13. Use an analytical approach to compare prior year outturns with current year budgets and forecasts in preparation for mid-year budget reviews. Engaging with budget holders to assess whether there is the potential for budget reductions or a budget growth requirement.

**Financial Accounting**

1. To assist the Treasury Management Officer and Financial Accountant during the closure of accounts process. Taking responsibility for ensuring income and expenditure is complete by calculating and agreeing accruals with budget holders, in accordance with the accounting code of practice.
2. Assisting with the production of notes for the Statement of Accounts.

**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. To assist the Treasury Management Officer and Finance Officer in the preparation of the Authority’s working capital cashflow.
3. Undertake the monthly bank reconciliations ensuring all transactions have been accounted for correctly.

**Other Duties**

1. Assist in the production of detailed documentation to support Finance processes.
2. Assisting with department projects to embed a culture of continuous improvement and participating in organisational change initiatives. This includes the continuous review of Finance systems and processes ensuring they are customer focused, streamlined, efficient and fit for purpose.
3. Responsible for ensuring any data produced in relation to the post is accurate and current.
4. To Implement and promote the Authority’s:
5. Health and Safety policies
6. Equality and Diversity policies
7. Information Security Management System policies
8. Safeguarding policies
9. Business continuity policy and contingency arrangements
10. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
11. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
12. Responsibility for ensuring any data produced in relation to the post is accurate and current and responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
13. To carry out any other duties as directed by the Treasury Management Officer.

**PERSON SPECIFICATION/SHORTLISTING CRITERIA**

In the supporting statement section of the application form give clear, concise examples of how **you meet all of 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.

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

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|   | **Experience** | **Essential/ Desirable** | **Source** |
| 1  | Ability to show initiative with an in-depth understanding of smarter working and continuous improvement philosophies. | Essential  | Application & Selection Process |
| 2 | Ability to place importance on self and others in achieving high standards. | Essential  | Selection Process |
| 3 | Ability to work as part of a team. | Essential  | Selection Process |
| 4 | Demonstrate commitment to meeting deadlines. | Essential  | Selection Process |
| 5 | Motivated to lead by example and demonstrate the values of West Yorkshire Fire and Rescue Service. | Essential  | Selection Process |
| 6 | Has vision, energy and enthusiasm and actively contributes towards organizational change initiatives. | Essential | Selection Process |

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|   | **Education and Training** | **Essential/ Desirable** | **Source** |
| 7 | 5 GCSE grades 4-9 or A-C and 2 A Level grades A-C (subjects must include Maths and English at either level)AndFinance or Business Degree (min 2:1)  | Essential  | Application |
| 8 | Willingness to complete the CIPFA Level 7 Accountancy Apprenticeship qualification via the Apprenticeship programme | Essential  | Application &Selection Process  |

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|   | **Special Knowledge and Skills** | **Essential/ Desirable** | **Source** |
| 9 | Advanced use of Microsoft packages such as Word and Excel to enable the preparation of complex financial reports and working papers. | Essential  | Application & Selection Process  |
| 10 | Demonstrate commitment to good data quality within all areas of work. | Essential | Application & Selection Process  |
| 11 | Ability to organise your own workload. To have responsibility for a wide area of the finance workload and to deliver varied tasks within tight deadlines. These will include statutory deadlines. | Essential | Selection Process |
| 12 | Ability to work under your own initiative and to take responsibility for day to day decision making in accordance with organisational policies and procedures and financial regulations. | Essential  | Application & Selection Process  |
| 13 | 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 |
| 14 | Excellent communication skills both written and oral. | 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 | Well-developed analytical and problem solving skills. | Essential  | Selection Process |
| 17 | Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider | Essential  | Selection Process  |
| 18 | Demonstrate an understanding of and ability to implement Health & Safety at work  | Essential | Selection Process  |

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