**WEST YORKSHIRE FIRE & RESCUE SERVICE**

# JOB DESCRIPTION

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| **POST TITLE:** | Financial Accountant |
| **GRADE:** | 8 |
| **RESPONSIBLE TO:** | Senior Finance Manager |
| **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 financial accounts. |

##### MAIN DUTIES AND RESPONSIBILITIES

**Financial Accounting**

1. Support the Senior Finance Management Team with the development and 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 to ensure delivery of a value adding financial management service and contribute towards the development of the function.
3. To cover a range of financial accounting, reconciliation and reporting responsibilities including Balance Sheet Management, Technical Revenue, Capital, Cash and Bank and VAT as assigned by the Senior Finance Manager.

1. To lead on closing the annual accounts by internal and statutory deadlines, including the production of key financial statements, and supporting notes to the Statement of Accounts, and achieving a successful audit in areas of assigned responsibility.
2. To provide high quality professional and technical advice to Senior Officers, the Finance Team, and the wider organisation on a broad range of financial accounting and reporting issues.
3. Keeping up to date with changes to accounting codes of practice and accounting standards, developing processes to implement these changes, and ensuring all key stakeholders are kept informed.
4. To represent Financial Management on a range of internal and external boards and forums and ensure compliance with legislation and policies, financial sustainability and Value for Money are always considered.
5. To design and deliver training on a broad range of financial accounting topics.
6. To ensure that a system of strong internal controls exists in respect of financial matters within assigned areas including routine compliance monitoring and spot checks.
7. Management of documents and filing structures within the shared workspace for Financial Accounts.
8. Preparation of working papers, including rolling forward balances, inserting extracts of the accounting code of practice and updating formulas and links to sources of information.
9. Review of working papers to ensure all balances are justified, fully supported down to code combination level with an analytical review of all variances and the correct accounting treatment has been applied.
10. Working under time pressured conditions to ensure adherence to strict deadlines.
11. Preparation of the monthly VAT submission to be signed off by the Senior Finance Manager.
12. 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.
13. Undertake a monthly review of the Authority’s balance sheet.
14. To facilitate the external audit (interim and final) and be a day-to-day contact between the Authority and the auditor, co-ordinating and allocating information requests in a timely manner.
15. Attendance at external Audit meetings (preparation and review meetings).
16. 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.
17. To provide monthly monitoring information on Grant Funded and Service Development Initiatives funded from reserves for the Chief Finance and Procurement Officer and Management Board.
18. To manage the annual Land & Buildings Revaluation programme in conjunction with the Head of Property Services and Senior Finance Manager.
19. Build effective working relationships with staff at all levels to support their understanding of their role and responsibilities during the closure of the accounts process.
20. Develop a network with other Fire Authority colleagues and Local Authority counterparts to continuously develop knowledge and expertise and to share best practice.

**Treasury Management**

1. Approval of Treasury Management daily dealing activities, including authorising the payment of monies to counterparties from the Authority’s bank account.

1. Undertake monthly bank reconciliations including allocation of transactions (borrowing, investments, and interest charges) in relation to Treasury Management within the financial accounting system.

**Other Duties**

1. Assist in the provision of financial information to support the HMICFRS inspection programme.
2. Responsible for the completion and submission of Statutory Returns to be reviewed by the Senior Finance Manager.
3. Attending meetings to represent the Finance Team and communicating updates.
4. 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.
5. Support the Senior Finance Manager and Treasury Management Officer with departmental planning, self-assessment processes and the measurement of any Key Performance Indicators.
6. 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.
7. 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
8. Responsible for ensuring any data produced in relation to the post is accurate and current.
9. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
10. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
11. To carry out any other 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 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.

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|  | **Experience** | Essential/ Desirable | Source |
| 1 | Extensive knowledge of financial procedures and systems. | Essential | Application form/Interview |
| 2 | Extensive experience in the preparation of financial reports for budget holders including senior management and directors. | Essential | Application form/Interview |
| 3 | Extensive experience of the closure of accounts and the production of a set of Local Government Accounts | Essential | Application form/Interview |
| 4 | Ability to understand and explain complex financial information | Essential | Application form/Interview |
| 5 | Experience of development, monitoring and improvement of financial monitoring systems. | Essential | Application form/Interview |

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|  | **Education and Training** | Essential/ Desirable | Source |
| 6 | CCAB (or equivalent) Qualified Accountant | Essential | Application form |
| 7 | Evidence of significant relevant professional and personal development (including current membership of a Professional Accounting Body) | Essential | Application form |
| 8 | Willingness to undertake further training and development | Essential | Application form |

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|  | **Special Knowledge and Skills** | Essential/ Desirable | Source |
| 9 | Advanced use of Microsoft packages including Word and Excel. | Essential | Application form/Interview |
| 10 | 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 | Application form/Interview |
| 11 | 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 form/Interview |
| 12 | Extensive knowledge of local government budgeting and accounting systems on both revenue and capital expenditure. | Essential | Application form/Interview |
| 13 | Extensive knowledge of accounting codes of practice, accounting conventions and accounting standards. | Essential | Application form/Interview |
| 14 | 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 form/Interview |
| 15 | Excellent communication skills both written and oral. | Essential | Application form/Interview |
| 16 | Ability to analyse and make judgement on complex financial information and to develop long term solutions based on the financial analysis. | Essential | Interview |
| 17 | Ability to translate complex financial information and explain the results to non-financially trained managers. | Essential | Application form/Interview |
| 18 | Excellent IT skills to enable the preparation of complex financial reports. | Essential | Application form/Interview |
| 19 | Well-developed analytical and problem-solving skills. | Essential | Application form/Interview |
| 20 | Demonstrate commitment to good data quality within all areas of work. | Essential | Application form/Interview |
| 21 | Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider. | Essential | Interview |

**Updated September 2023**