

WEST YORKSHIRE FIRE & RESCUE SERVICE

JOB DESCRIPTION

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| POST TITLE: | Accounts Officer |
| GRADE: | 7 |
| 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 to enable budget holders at all levels to manage their capital and revenue budgets efficiently and effectively during the financial year, whilst also facilitating the preparation of the Authority's financial accounts. |

MAIN DUTIES AND RESPONSIBILITIES

As the role is so diverse, there are 3 Accounts Officers in post. The main role fulfilled by each role can be seen next to each duty/responsibility. However, whilst not a main function for each, it may be expected on occasion that each post holder works flexibly across the Accounts Officer Role.

Financial Accounting

1. To take overall day to day responsibility for the production of the Statement of Accounts and the co-ordination of the external audit (Role 1 & 2)
2. Responsible for the production of key financial statements and supporting notes to the Statement of Accounts, ensuring that statutory deadlines are strictly adhered to. (Role 1 & 2)
3. 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. (Role 2)
4. Responsible for (Capital and Revenue) Grants during the year and ensure the correct accounting processes are applied in the financial statements. (Role 2)
5. Assist the Chief Finance and Procurement Officer in the management and provision of management information in respect of the Authority's reserves. (Role 1)
6. Keep up to date with changes to accounting codes of practice and accounting standards and develop processes within the financial accounts to consider these changes. (Role 1 & 2)
7. Co-ordinate the external audit and be the principle contact between the Authority and the auditors. Provide timely and accurate information and working papers in preparation for the final accounts audit. (Role 1)
8. Assist in the completion of the Whole of Government Accounts for submission to the Ministry of Housing Communities and Local Government within the Statutory deadlines. (Role 1)

9. Working under time pressured conditions to ensure adherence to strict deadlines. (All)

Management Accounting

10. Assist in the provision of budget monitoring information (Capital and Revenue) on a monthly basis ensuring that expenditure is correctly coded and that the information is in an easy to understand format. (All)
11. To provide a monthly summary of expenditure (Capital and Revenue) for the Chief Finance and Procurement Officer and Management Board. (Role 3)
12. To develop and maintain monitoring reports that enables the Authority to maintain budgetary control. (All)
13. Answer queries and provide ad hoc reports to budget holders to assist them in the management of their budget. (All)
14. Assist in the preparation of the annual budget and the consequent upload onto the financial ledger system (All, upload co-ordinated via Role 3)
15. Provide training to budget holders on budget management and control. (All)
16. Assist in the provision of financial information to support the HMICFR inspection programme (All)
17. Manage the journal processing system to ensure that all journal transactions are authorised and recorded in line with audit requirements. (All, Co-ordination via Role 1)
18. Completion of quarterly statistical returns and their submission to the relevant Government Department. (Role 2)
19. Manage and maintain the coding structure within SAP. (Role 3)
20. To be responsible for ensuring that your conduct and behaviour accords with organisation values and Diversity and Inclusion and promote an environment of dignity and respect amongst colleagues. (All)

General duties

21. To Implement and promote the Authority's: (All)
 - 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
22. To demonstrate and uphold the service values and to promote the organisation in a positive manner. (All)
23. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy. (All)

24. 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. (All)
25. To carry out any other appropriate duties as assigned by the Chief Finance Officer or their deputy. This includes deputising for the Senior Finance Manager by attending meetings, carrying out assignments for Senior Management and Directors and, during periods of absence manage the capital budget and the production of the Statement of Accounts. (All)

PERSON SPECIFICATION

In order 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.

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.

| | Experience | Essential/ Desirable | Source |
|---|---|---------------------------------|---------------------------------|
| 1 | Extensive knowledge of financial procedures and systems relevant to a public sector organisation. | Essential | Application \ Selection Process |
| 2 | Preparation of financial reports for budget holders including senior management and directors. | Essential | Application \ Selection Process |
| 3 | Ability to understand and explain complex financial information | Essential | Application \ Selection Process |
| 4 | Direct experience of monitoring budgets. | Essential | Application \ Selection Process |
| 5 | Development and improvement of financial monitoring systems. | Desirable | Application \ Selection Process |
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| | Education and Training | Essential/ Desirable | Source |
|---|--|---------------------------------|---------------|
| 6 | Qualified accounting technician or part qualified accountant | Essential | Application |
| 7 | Willingness to undertake further training and development | Desirable | Application |

| | Special Knowledge and Skills | Essential/ Desirable | Source |
|----|---|---------------------------------|---------------------------------|
| 8 | Knowledge of accounting codes of practice, accounting conventions and accounting standards. | Essential | Selection Process |
| 9 | 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 |
| 10 | Advanced use of Microsoft packages including Word and Excel. | Essential | Application \ Selection Process |
| 11 | Excellent communication skills both written and oral. | Essential | Application \ Selection Process |
| 12 | Ability to prioritise own work and the work of others. | Essential | Selection Process |
| 13 | Ability to deal with conflicting priorities | Essential | Application \ Selection Process |
| 14 | Ability to translate complex financial information and explain the results to non-financially trained managers | Essential | Application \ Selection Process |
| 15 | Excellent IT skills to enable the preparation of complex financial reports. | Essential | Application \ Selection Process |
| 16 | Well developed analytical and problem solving skills | Essential | Application \ Selection Process |
| 17 | Ability to develop the financial expertise of service managers. | Essential | Application \ Selection Process |
| 18 | An understanding of the democratic processes of policy within local government | Desirable | Selection Process |
| 19 | Ability to plan and manage projects | Essential | Selection Process |
| 20 | Demonstrate commitment to good data quality within all areas of work | Essential | Selection Process Only |
| 20 | Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider | Essential | Selection Process Only |