

## **WEST YORKSHIRE FIRE & RESCUE SERVICE**

### **JOB DESCRIPTION**

|                         |  |
|-------------------------|--|
| <b>POST TITLE:</b>      | Accounts Assistant                                     |
| <b>GRADE:</b>           | Grade 3  |
| <b>RESPONSIBLE TO:</b>  | Finance Officer  |
| <b>RESPONSIBLE FOR:</b> | N/A  |
| <b>PURPOSE OF POST:</b> | To provide clerical support to the Finance Department. |

### **MAIN DUTIES AND RESPONSIBILITIES**

1. To process all invoices concerning goods/services supplied. To compare with departmental ordering systems and/or delivery notes. Check calculations and price against orders.
2. To resolve differences as they arise by liaising with departmental colleagues and contacting suppliers, if necessary withholding payments until disputes are resolved.
3. To ensure compliance with Best Value indicators and Authority policies on the prompt payment of creditors by scrutinising and completing invoices for payment in a timely manner.
4. To process and check all direct debit schedules and supplier statements.
5. Validation, processing and calculation of Sundry Debtor accounts and input onto the computer. Maintain records and files in respect of debtors raised.
6. To maintain the expenditure recording system for Authority expenditure on the provision of goods and services.
7. To enter information on all purchases received and all goods/services ordered.
8. Assist with the production of statistical information relating to SAP payments for inclusion within statutory returns.
9. Assist with the production of weekly reports to departments of all outstanding creditor invoices, to include reasons for non payment and recommendations for corrective action.
10. Ensure the payments system is updated on a daily basis to include details of follow up action taken to resolve creditor and debtor invoice queries.
11. Issue monthly reports to departments to chase up authorisations for non purchase order consolidated accounts including Redfern Travel and the corporate purchasing cards.
12. Maintain the SAP vendor record spreadsheet, liaising with Kirklees Council over required amendments to existing suppliers and to set up new suppliers on the system.

13. Administration of Utilities information on spreadsheets, carrying out monthly checks of meter reading information and supplying this information to external suppliers.
14. Update and maintain records of non chargeable special service calls. Liaise with stations to ensure all records are completed and submitted in accordance with operational policy and procedures.
15. Co-ordinate and produce records of all fuel stock held in accordance with year-end deadlines.
16. Administer the petty cash imprest for the Finance Department.
17. Reimbursement of expenses claims in a timely manner in line with department KPIs.
18. Reconcile the Authority Imprest Account on a monthly basis, recording details of all station sub imprests, uncashed cheques, cash in hand and expenditure.
19. Re-imburse the Authority Petty Cash Imprest Account by producing and distributing an invoice on a monthly basis in a PDF format.
20. Distribution, audit and collation of annual certificates of Imprest from imprest holders.
21. Banking, receipt and recording of income received by the Authority. This includes
  - Depositing income in a timely manner in line with monthly budget monitoring deadlines
  - Maintaing spreadsheet records
  - Liaising with Kirklees Council to ensure income is correctly allocated to the appropriate general ledger code
22. Record, sort and distribute incoming mail.
23. Maintenance of office filing systems.
24. Respond to telephone/written enquiries from suppliers.
25. To ensure reports produced are accurate and data used is current.
26. Work from written and verbal instructions with minimum supervision.
27. To undergo training and attend training courses as and when required.
28. To adhere to and promote the Authorities Equality and Diversity, Health & Safety and Information Security Management System polices.
29. To demonstrate and uphold the service values and to promote the organisation in a positive manner
30. To undertake any other duties commensurate with the grade of the post as directed.

## 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.

|   | <b>Experience</b>   | <b>Essential/<br/>Desirable</b> | <b>Source</b>                   |
|---|---|---------------------------------|---------------------------------|
| 1 | Experience of working in a busy office environment.                           | Essential                       | Application & Selection Process |
| 2 | An understanding and experience of IT systems, i.e. Microsoft Word and Excel. | Essential                       | Selection Process               |
| 3 | Experience of producing statistical reports and basic information analysis.   | Desirable                       | Selection Process               |

|   | <b>Education and Training</b>   | <b>Essential/<br/>Desirable</b> | <b>Source</b>                   |
|---|---|---------------------------------|---------------------------------|
| 3 | Must have sound educational background and be literate and numerate.                                | Essential                       | Application & Selection Process |
| 4 | Good keyboard skills for data inputting and the ability to create and maintain excel spread sheets. | Essential                       | Application & Selection Process |

|    | <b>Special Knowledge and Skills</b>   | <b>Essential/<br/>Desirable</b> | <b>Source</b>                   |
|----|---|---------------------------------|---------------------------------|
| 5  | A good understanding of Financial Regulations and Standing Orders in relation to invoices.                            | Essential                       | Selection Process               |
| 6  | Possession of good verbal and written communication skills.   | Essential                       | Application & Selection Process |
| 7  | Ability to communicate effectively at all levels of the organisation and with external organisations.                 | Essential                       | Application & Selection Process |
| 8  | To have a flexible approach to work and be able to meet deadlines.  | Essential                       | Application & Selection Process |
| 9  | Demonstrate commitment to good data quality within all areas of work.   | Essential                       | Selection Process               |
| 10 | Ability to work on own initiative and as part of a team.  | Essential                       | Application & Selection Process |
| 11 | Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider | Essential                       | Selection Process               |

|    |  |           |                   |
|----|--|-----------|-------------------|
| 12 | Demonstrate an understanding of and ability to implement Health & Safety in the work place | Essential | Selection Process |
| 13 | To hold and maintain a current full valid car driving licence                              | Essential | Application       |

**Date updated January 2023**