****

**PG**

**7896**

**Post Specification**

**Regulation and Technical**

|  |  |
| --- | --- |
| **Date** | **June 2023** |
| **Post Title** | Finance Officer |
| **Job Family Role Profile** | **RT11** |
| **Final Grade** | **Grade 11** |

**To be read in conjunction with the job family role profile**

|  |
| --- |
| **Purpose of this post**  |
| To support the Finance Manager and Chief Finance Officer (s.151) in providing flexible and professional financial services to support the management of the Fire Service in accordance with strategic plans.  |
| **Key job specific accountabilities** |
| * Provide flexible and professional financial services to managers across the service. This will include consulting on their requirements and formulating proposals to enhance service delivery and financial performance. Communicating effectively through understanding the needs and presentational requirements of the audience.
* Maintain accounting records to a high standard, including:
	+ maintenance of the financial systems ensuring compliance with SERCOP,
	+ preparing and completing financial statements, budget monitoring,
	+ completion and monitoring of grant claims ensuring conditions are met and claims are accounted for correctly,
	+ completion of government returns and ensuring these are accurate and completed to deadlines,
	+ reconciliation of control accounts, including bank, payroll, VAT
	+ completion of VAT returns including annual partial exemption calculation.
	+ Pensions – undertaking year end pensions calculations in conjunction with the Finance Manager and ensuring in-year pensions reporting and returns are completed.
	+ Managing the financial impact of insurance claims and accounting for insurance premiums and liabilities and provisions
* To act as the Service’s technical expert in the field of Local Government VAT, organising and providing such advice and training as is required to other Officers to ensure full understanding and compliance within this area. Oversee the day-to-day management of the Service’s principal bank accounts, including the release of AP and payroll BACS and cheque runs, prompt and accurate reconciliation of the bank accounts.
* To work with the s.151 Officer and Finance Manage for the Service’s financial closedown process, including providing detailed working papers in support of the statement of accounts. Liaise with the external auditor in the conduct of their audit and respond to auditors’ questions. Maintain accounting records to a high standard, and complete financial statements, grant claims, returns etc., accurately and within the required deadlines.
* To work with the s.151 Officer and Finance Manager for the development and progression of the Service’s budget process, including maintaining detailed working papers in order to ensure a balanced budget can be maintained, liaising with management on options for budgets and preparing and maintaining reports for agreement in the budget process.
* To develop effective working relationships with budget managers to ensure an effective business partnering role between finance and managers ensuring they have appropriate financial skills to enable them to effectively manage the budget and utilise financial systems through training and coaching. This will include influencing and encouraging managers to consider financial issues within decision making.
* Proactively working with the service to identify and resolve financial issues through utilising best practice and innovative solutions. Challenge inherent working methods and encourage Managers at all levels to change working practices where necessary to improve value for money from activities.

 * Being an advocate for supporting change in order to develop budget monitoring processes and systems to increase budget management capabilities. To support the delivery of effective financial management across the Fire Service through demonstrating a flexible approach to work. This may involve working with other areas of the service and supporting projects.
 |
| **Please note annual targets will be discussed during the appraisal process** |
| **Key facts and figures of the post** |
| **Budget Responsibilities** | * No direct budget responsibilities
 |
| **Staff Management Responsibilities** | * No direct line management responsibilities.
* Responsible for leading a team of peers and/or multi-functional teams on specific projects.
 |
| **Other** | * None
 |
| **Essential Criteria - Qualifications, knowledge, experience and expertise** |
| * Accounting qualification (CIPFA or CCAB equivalent) or qualified by experience (e.g., AAT, 5 years local government accounting experience)
* Knowledge of preparation & submission of VAT returns and providing VAT and taxation advice.
* Good technical knowledge in accounting covering all aspects of budget preparation, in year monitoring and forecasting and year end accounting.
* Well-developed communication skills with the ability to negotiate, influence and persuade.
* Experience of introducing best practice and innovation with services.
* Substantial experience of providing accounting services.
* Good technical background in all aspects of Local Government Accounting.
* Experience of statutory accounting requirements including capital and preparation of statement of accounts.
* Experience of administering financial systems, undertaking reconciliations, and control accounts
* Experience of preparing grant claims and other statistical returns.
* High quality communication skills; written, report writing and presentational,
* Experience of business partnering
 |
| **Disclosure and Barring Service – DBS Checks** |
| * This post requires a Standard DBS check
 |
| **Job working circumstances** |
| **Emotional Demands** | * The role can be challenging with conflicting priorities of clients and pressures arising from reducing resources
 |
| **Physical Demands** | * The role involves national travel and to attend networking groups, seminars and other events.
 |
| **Working Conditions** | * The Finance Officer is expected to work flexibly which may involve working from various offices and be capable of lone-working.
 |
| Other Factors |
| * none
 |