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**Post Specification**

**Regulation and Technical**

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| **Date** | **July 2023** |
| **Post Title** | Financial Accountant |
| **Job Family Role Profile** | **RT 16** |
| **Final Grade** | **Grade 16** |

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

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| **Purpose of this post** | | |
| To support 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** | | |
| * Lead on providing 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. * Manage the Finance Officer and ensure that records are kept to a high standard, including:   + maintenance of the financial systems ensuring compliance with SERCOP,   + preparing and completing financial statements, budget monitoring,   + grant claims,   + reconciliation of control accounts, including bank, payroll, VAT   + completion of VAT returns including annual partial exemption calculation.   + Managing the financial impact of insurance claims and accounting for insurance premiums and liabilities * Lead on the production of the Fire Service’s Statutory Accounts and liaise with the external auditors as required. * Lead on all aspects of technical financial accounting including statutory changes, changes to Code of Practice and any other guidance, including accounting for pensions, capital accounting and capital financing. * Support the development of the Medium-Term Financial Plan through the development of resource requirements. Challenge inherent working methods and encourage Managers at all levels within the Service to change working practices where necessary to improve value for money from activities. Being an advocate for supporting the cultural change required to develop budget monitoring processes and systems to increase budget management capabilities and support Managers in the development of reports ensuring that finance are able to make informed, impartial and accurate resource and value for money comments. Influencing and encouraging managers to consider financial issues within decision making. * To work alongside the Management Accountant to provide consistent advice and information to managers. * To deputise for the S.151 Officer when required. * Lead on maintaining and developing the Service’s Financial Management System ensuring compliance with relevant Codes of Practice and developing it to ensure efficiencies in reporting requirements for the Service and external returns. * 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. * Represent the Finance Service at meetings; providing advice on the financial implications of policy and service delivery issues.      * 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** | | * Direct line management responsibilities for Finance Officer (shared responsibility with Management Accountant. * Responsible for leading a team of peers and/or multi-functional teams on specific projects. |
| **Other** | | * None |
| **Essential Criteria - Qualifications, knowledge, experience and expertise** | | |
| * Full CCAB qualified * Extensive practical knowledge and application of budget preparation, monitoring and Local Government accounting in the public sector, in particular year end accounting practices and procedures. * Knowledge of preparation & submission of VAT returns and providing VAT and taxation advice. * Extensive technical knowledge in accounting covering all aspects of budget preparation, in year monitoring and forecasting and year end accounting. * Extensive knowledge of International Accounting Standards and their application to Local Government. * Extensive of statutory accounting requirements including capital and preparation of statement of accounts. * Demonstrable knowledge of the CIPFA Accounting and Service Reporting Codes of Practice. * Extensive technical and practical knowledge and application of budget preparation, monitoring and year end accounting practices and application of current accounting standards. * Extensive technical and practical knowledge and application of Local Government Financing arrangements and strategic planning in the public sector * Experience of administering financial systems, undertaking reconciliations, and control accounts * Well-developed communication skills with the ability to negotiate, influence and persuade. * Experience of introducing best practice and innovation with services. * Experience of report writing and presenting at a senior level in the organisation. * Experience of introducing best practice and innovation with services. * Experience of Preparing grant claims and other statistical returns. * Experience of training / coaching one on one or in a group environment. * Substantial experience of providing accounting services. * Personal integrity and understanding of requirements of confidentiality. * Excellent practical experience of Microsoft Office packages * Experience of working within a political environment * 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. * Limited physical demands, commensurate with those experienced in a normal office environment. | |
| **Working Conditions** | * The Financial Accountant is expected to work flexibly which may involve working from various offices and be capable of lone-working. * The Financial Accountant is expected to act professionally, independently and objectively to ensure that information provided for decision making purposes is accurate, considered and unbiased. It is recognised that can be a stressful experience for the Financial Accountant. | |
| Other Factors | | |
| * none | | |