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**PG**

**TBC**

**Post Specification**

**Regulation & Technical**

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| **Date** | **July 2025** |
| **Post Title** | Accounting Technician |
| **Job Family Role Profile** | **RT9** |
| **Final Grade** | **Grade 9** |

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

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| **Purpose of this post**  |
| To provide support to Financial Accountants & Finance Officers in providing flexible and professional financial services to support the management of the Fire Service budget in accordance with the Community Risk Management Plan. |
| **Key job specific accountabilities** |
| 1. To provide financial management information to support the budget setting, budget monitoring and closure of accounts processes for CFRS.
2. Undertake regular maintenance of the general ledger through posting of virements, journals, scheme of delegation etc in conjunction with budget holders and in accordance with the Corporate Governance Framework.
3. Support the use of IT solutions to standardise and improve financial management processes within the Service.
4. Delivery of training on the use of the financial systems to budget managers and other users across the Service.
5. To produce reports and prepare information that can be used to inform decision making by financial accountants and finance officers, budget managers and officers within the service.
6. To adopt a flexible approach to working within the Finance team accepting and embracing the need to assist any department within the Service where financial support is required.
7. To undertake roles specific to the service being supported and commensurate to the grade of Accounting Technician.
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| **Please note annual targets will be discussed during the appraisal process** |
| **Key facts and figures of the post** |
| **Budget Responsibilities** | * This role has no budget responsibilities
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| **Staff Management Responsibilities** | * None
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| **Other** | * Information: responsible for maintenance of accounting records
* Equipment: a limited range of IT equipment as required to undertake the role
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| **Essential Criteria - Qualifications, knowledge, experience and expertise** |
| * Association of Accounting Technicians (AAT)
* 5 GCSE / O’Level or equivalent including English & Mathematics plus relevant demonstrable experience
* Evidence of continuing personal and professional development.
* Practical and demonstrable application and knowledge in accounting and financial services, covering budget preparation, in year monitoring and forecasting and year end accounting practices and procedures.
* Practical knowledge of accounting ledgers.
* Preparing grant returns and other statistical returns.
* Experience in adopting a flexible approach to working supporting a broad range of service areas.
* Ability to work with non-finance managers to provide objective and understandable financial guidance.
* Accurate numeracy, analytical and comprehension skills.
* Attention to detail.
* Good manipulation of accounting ledgers and spreadsheet packages.
* Competent use of Microsoft Office packages, particularly Excel, E-mail and Word.
* Ability to prioritise and meet deadlines.
* Good interpersonal skills.
* Team worker.
* Understanding of requirements of confidentiality.
* Commitment to improve service.
* A willingness to accommodate pressures in work through working flexibly.
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| **Disclosure and Barring Service – DBS Checks** |
| * This post does require a Standard DBS check
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| **Job working circumstances** |
| **Emotional Demands** | * Routine demands commensurate with the tasks and duties encountered in a modern office and role of this type.
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| **Physical Demands** | * Limited physical demands, commensurate with those experienced in a normal office environment.
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| **Working Conditions** | * Conditions as experienced in a normal working office environment
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| Other Factors |
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