

Service Document Standard Form:

Role Profile

Linked documents: *Job Evaluation Guidance Note*



Buckinghamshire
FIRE & RESCUE SERVICE
we save lives

ROLE DETAILS:

Role Title:	Part-Qualified Accountant
Grade:	Scale I
Service area:	Finance and Assets
Responsible to:	Principal Accountant

PURPOSE OF THE ROLE: *Why the role exists and what it has to achieve*

- Support the Principal Accountant in all aspects of the team's work.
- Authority wide revenue and capital financial planning, budgeting and management reporting.
- Ensure the provision of high-quality advice, information, analysis and interpretation to budget holders to underpin effective decision making, meaningful performance management and meet statutory requirements. You will achieve high customer satisfaction levels and make a real and demonstrable difference to the service.
- Promote a culture which empowers budget holders and supports the delivery of value for money services, including reporting on benchmark information and key cost drivers.
- Ensure compliance with financial regulations and professional accounting standards both within the team and the wider service.

DIMENSIONS OF THE ROLE: *The key statistics associated with the role*

Financial (direct or non-direct):

- Indirect – £32.3m (Total Revenue Budget)
- Indirect - £2.0m - £10.0m (Total Capital Programme)

Staff responsibilities (direct or non-direct): None

Any other statistical data: Involvement with internal reporting of finance related information to third parties as appropriate

Service Document Standard Form:

Role Profile

Linked documents: *Job Evaluation Guidance Note*



Buckinghamshire
FIRE & RESCUE SERVICE
we save lives

PRINCIPAL ACCOUNTABILITIES: *What the role is accountable for and required to deliver*

Corporate Management

1. To support and contribute to internal and external audits, service development reviews and the management of risk.
2. In conjunction with the Principal Accountant to continuously review current processes, procedures and policies for finance and ensure alignment with latest legislation, the Authority's public safety and corporate plans and BMKFRS policies and procedures.
3. To participate in the Authority's performance management processes.

Service Delivery

4. To be an integral part of the management accounting team, working across all the activities carried out in the team.
5. To ensure the efficient and effective delivery of support to customers through the management accounting team, including input onto the finance system, support and training.
6. To provide an expert financial advisory service to all staff, including guidance on the interpretation and implementation of budgets and monitoring, options appraisals and preparation of business cases for SMB and Member challenge, staffing establishment, pension queries, policies, coding, virements, profiling, procedures and practices.
7. To contribute to the budgetary control process including the timetabling and support to the team to ensure co-ordination with regular reporting and presentation to directorates, SMB, challenge groups and committee calendar dates.
8. To support the development of costing models for the calculation of the precepts, secondments and partnership arrangements. To liaise with billing authorities and partner agencies, monitoring all payments have been received on time and in accordance with the agreements in place.
9. To contribute to the production of timely and high-quality budget monitoring, briefing papers and other financial reports.
10. To maintain good working relationships with cost centre managers within the service and to assist them to identify both their financial management needs and ways of meeting them.
11. To support the Principal Accountant in the provision of comprehensive and up to date information and guidance on the Authority's intranet and website complying with all statutory legislation for publication dates, data quality and prevailing regulations and policies.
12. To support the Principal Accountant in ensuring accuracy, control and maintenance of the staffing establishment and all other budget related working papers, ensuring regular reconciliation to of the finance and HR systems. Provide costings based on scenarios as and when requested by line management, SMB and Members.
13. To ensure mandatory returns are compiled, submitted on time and conform to any legislation or financial requirements.
14. To investigate and rectify any financial discrepancies by liaising with other departments as necessary.

Service Document Standard Form:

Role Profile

Linked documents: Job Evaluation Guidance Note



Buckinghamshire
FIRE & RESCUE SERVICE
we save lives

15. To manage data extraction and analysis of reports generated by the finance system and other relevant databases, as required.
16. To ensure close liaison with the relevant departments to maintain the finance system in accordance with Authority and best practice guidelines.
17. To assist in ad-hoc projects including, but not limited to financial modelling, analysis and presentation of reports to stakeholders as required.
18. To participate in inter-departmental working groups on relevant corporate matters as required and to liaise with appropriate departments as necessary.
19. To monitor and review legislation and make recommendations for change within BMKFRS to ensure that the service always has the most current recognised policies and practices in place that comply with all relevant legislation.

Other

20. To undertake such other duties which fall within the broad spirit, scope, levels and purpose of this job description as may be assigned by the Director of Finance and Assets or any other senior manager in liaison with your line manager.
21. To participate in the Authority's performance management process, take a proactive approach and adopt an awareness of the "golden thread" approach including the Authority's priorities and ensure your own training and development needs are addressed.
22. To assist in closing the accounts, including accounting correctly for all authority assets and stocks and ensuring they are recorded per current regulations and statutory requirements and produced with timely and accurate working papers.
23. To provide financial advice and guidance on the interpretation and implementation of government grants, budgets and monitoring, policies, coding, virements, procedures and practices service to all staff.
24. Analyse, interpret and communicate financial and performance data, and provide financial advice in the form of management and board/committee reports.
25. Produce accurate financial forecasts and plans highlighting potential opportunities and risks. Quantify and grade risks identified and support the formulation and implementation of mitigation plans where these are required.
26. Support the arrangements in place for financial management of the capital programme.
27. Support the timely preparation of robust business cases from a financial perspective, identifying and quantifying associated costs, benefits, risks and funding solutions.

DECISION MAKING:

Make decisions:

The post holder will make decisions on the best advice to provide to cost centre managers.

Service Document Standard Form:

Role Profile

Linked documents: Job Evaluation Guidance Note



Buckinghamshire
FIRE & RESCUE SERVICE
we save lives

Significant say in decisions:

The post holder will have a significant influence on decisions relating to cost centres that they support including budgets, forecasts, growth bids and savings bids.

CONTACT WITH OTHERS: *The frequent contact the role holder has with others and for what purpose*

Internal:

At all levels across the organisation. Most frequent contact will be with cost centre managers

External:

- Appointed auditors
- Other local authorities, primarily Milton Keynes Unitary Authority and Buckinghamshire Council
- Systems support (currently Advanced Business Systems)

PERSONAL REQUIREMENTS:

- To participate in a programme of continuous personal and professional development relevant to the role.
- To demonstrate conduct and behaviours in accordance with the Service policies, values and norms.
- To comply with the Service's aims, organisational values and behaviours and their impact on this post.
- To be committed to protecting and respecting the privacy of individuals and the responsible handling of personal information.
- To ensure all aspects of health and safety are adhered to. Ensuring that all employees, visitors, contractors etc. within the area are following statutory requirements and Service policies and procedures.
- The Service is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.
- To undertake, with appropriate training, the duties of other roles as required.
- To mentor and coach employees as required.
- To contribute to the development and implementation of relevant policies and procedures.
- Attend meetings as required and submit information in appropriate formats as required.
- To undertake any other duties which fall within the broad spirit, scope, levels and

Service Document Standard Form:

Role Profile

Linked documents: Job Evaluation Guidance Note



Buckinghamshire
FIRE & RESCUE SERVICE
we save lives

purpose of this role that may reasonably be required from time to time, at any location required by the Service.

REQUIREMENTS: Essential Criteria

The skills, knowledge, qualifications and training required to perform the role

Qualifications & Training:

- Post holder must be part CCAB qualified

Experience:

- Proven office/administration experience
- Experience of working with an integrated finance and payroll system
- Experience of budget setting, monitoring and reporting
- Show experience of being able to communicate to various stakeholders in a confident manner

Skills and Knowledge:

- Able to use Microsoft Office package and input data into an integrated finance and payroll system
- Ability to work to time sensitive deadlines with attention to detail
- Good verbal and written communication skills
- Ability to work within a team and to interact with individuals
- Ability to work on own initiative and without direct supervision within established guidelines
- Numerate
- Flexible attitude to work
- Able to prioritise tasks
- Possess high levels of integrity, honesty, reliability and confidentiality
- Good communication and presentation skills

REQUIREMENTS: Desirable Criteria

The skills, knowledge, qualifications and training required to perform the role

Qualifications & Training:

- AAT Professional Diploma in Accounting

Experience:

- Payroll, taxation and pensions
- Experience of working in finance in local government
- Experience of preparing statistical returns to government

Service Document Standard Form:

Role Profile

Linked documents: Job Evaluation Guidance Note



Buckinghamshire
FIRE & RESCUE SERVICE
we save lives

ANY ADDITIONAL INFORMATION: *Information relevant to the role.*

The post holder will be expected to have a flexible approach to work, possessing a high level of integrity, honesty, reliability and confidentiality.

This role profile will be supplemented by annual target-based outcomes, which will be developed in conjunction with the role holder. It will be subject to regular review and the Service reserves the right to amend or add to the content listed above.