

Job Description

Post Title:	Accountant		
Directorate:	Service Support		
Department:	Finance		
Location:	Service Headquarters		
Grade:	G	Date:	August 2023

Responsible To:	Chief Accountant
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Liaison With:	The post holder will be required to establish and maintain relationships with a wide range of people including Senior Managers, Regional Finance Representatives, External Valuer, Internal and External Auditors, as well Partners and Employees in this Authority and in other organisations
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Purpose of Job:
The post holder will provide specialist financial advice and support to senior staff and other customers and contribute to an efficient and effective customer orientated, financial management service for the authority.

Main Activities, Duties and Responsibilities:

- a) Supervise activities carried out by the Accounting Technician and Financial Operations Team as appropriate.
- b) Work with the whole finance team to help develop and achieve results.
- c) Provide financial information and other information/advice to specific timescales.
- d) Complete and submit statistical information, specialist support and returns as appropriate.
- e) Complete end of year accounts.
- f) To work with both internal and external audit, ensuring the relevant information is provided promptly upon request.
- g) Ensure the Treasury Management activities are completed.
- h) Coordinate and monitor budget determination, setting and preparation, revenue forecasts, capital investment programmes within agreed timescales.
- i) Oversee the completion and submission of grant returns, subsidy and other claims.
- j) To check & authorise the monthly payroll as and when required.
- k) Interpret and explain complex legislative directives and guidelines, financial regulations etc.
- l) Review, develop and implement accounting systems and procedures.
- m) Undertake project work including acting as the lead person as appropriate.
- n) Enhance financial awareness and capability within the Authority.
- o) Provide input in the strategic planning process.
- p) Complete specific tasks and provide specialist support as allocated by the Finance Manager/ Area Manager Business Support.
- q) Deputise for the Finance Manager in relation to Accountancy as required.
- r) Carry out any such duties, as may from time to time, be agreed and directed by the Finance Manager.
- s) To carry out all tasks associated with this post in accordance with Leicestershire Fire and Rescue Service's Equality and Diversity Policies.
- t) To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety Policies.
- u) To carry out such duties as may from time to time, be agreed and directed by the CFO which are commensurate with the grading of this post.

Special Features
To promote, uphold and act in accordance with the Service values: <ul style="list-style-type: none">✓ Professional – competent, reliable, respectful✓ Positive – constructive, confident, enthusiastic✓ Honest – truthful, trustworthy, fair
This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.
<div>Signature of Post holder _____</div> <div>Date _____</div>

Additional Information for Job Evaluation

Budget Directly Responsible For:	N/A
Budget Indirectly Responsible For:	£48m
Number of employees Responsible For:	1
Qualifications and Experience Required:	Part Qualified and working towards CCAB Qualification with significant experience in a finance setting.