

Job Description

Post Title:	<u>Chief Accountant</u>		
Directorate:	<u>Service Support</u>		
Department:	Finance		
Location:	<u>Service Headquarters</u>		
Grade:	I	Date:	February 2025

Responsible To:	Reporting to the S112 Officer
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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, finance officers employed by the Treasurer, as well Partners and Employees in this Authority and in other organisations
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Purpose of job:

- a) To lead the Finance Team and function.
- b) To support the Area Manager and the Treasurer.
- c) To assist the organisation in achieving its strategic direction and corporate management.
- d) To deliver the Service Support Directorate annual plan for the Finance function and direct resources to meet service priorities.
- e) To actively review measures that improve the efficiency of the Finance team.

Main Activities, Duties and Responsibilities:

Budget Preparation, Management and Monitoring

1. To assist the Treasurer and Area Manager in the preparation of the Medium Term Financial Strategy and annual revenue budget and capital programme.
2. Taking a lead role and responsibility for the monitoring of the capital and revenue budgets, including ensuring that all finance systems and publications reconcile. Along with producing monitoring reports for the Senior Management Team and the Combined Fire Authority or Corporate Governance Committee.
3. Responsible for the establishment and maintenance of a service wide budget management process.
4. Assist with the preparation of the Treasury and Capital Strategies.

Financial Accounting & Annual Accounts

5. Responsibility for ensuring the accurate and timely preparation, reporting and publication of the annual Statement of Accounts in compliance with statutory and professional guidance.
6. Ensure all statutory returns are completed in an accurate and timely manner.
7. To work with External Audit and Internal Audit.
8. To authorise financial transactions as required.
9. Ensure the fixed asset register is maintained and complies with relevant capital accounting regulations.
10. Ensure the Fire Authority complies with their Treasury and Capital Strategies.
11. Ensure fundamental controls are completed in a timely manner and are accurate. An example of this is the bank reconciliation.
12. Manage the cashflow of the Fire Authority and advise as necessary.

Financial Operations Team

13. Provide leadership and direction to the Financial Operations Manager.
14. Ensure the team accurately processes supplier payments, sales invoices and other exchequer functions, in a timely manner.
15. Working with the outsourced payroll and pensions provider, ensure the team provides accurate and timely information.
16. Support the Pension Scheme Manager as required.
17. Ensure the logging of contracts is accurate and completed in a timely manner.

Team Management

18. Provide leadership to oversee, monitor, review and develop the performance of finance staff and ensure professional development.
19. Ensure appropriate and effective business continuity procedures.
20. Coordinate the engagement with finance function users and undertake customer feedback.
21. Develop and monitor effective performance measures for the finance function.
22. Proactively develop and implement actions to improve efficiency and effectiveness in the finance team.

Representing the Finance Function

23. Represent the Finance Function at internal and external meetings as appropriate, including the Tactical Managers meeting.
24. Attend professional groups as appropriate.

Wholly Owned Company

25. Ensure the production of the management and financial accounts.
26. Ensure payments are made and income collected in a timely and accurate manner.
27. Provide professional support to the Directors of the Company.
28. Be the Company's Liaison with external accountant and auditor.

General

29. Deputise for the Area Manager as required.
30. Draw significant matters to the attention of the Treasurer as required.
31. Interpret and advise on the financial implications of government policy and legislation.
32. Carry out any such duties, as may from time to time, be agreed and directed by the Area Manager and Treasurer.
33. To carry out all tasks associated with this post in accordance with Leicestershire Fire and Rescue Service's Equality and Diversity Policies.
34. To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety Policies.
35. To carry out such duties as may from time to time, be agreed and directed by the Chief Fire Officer which are commensurate with the grading of this post.

Special Features

To promote, uphold and act in accordance with the Service values:

- ✓ 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.

Signature of Post holder _____ **Date** _____

Additional Information for Job Evaluation

Budget Directly Responsible For:	£2.7m
Budget Indirectly Responsible For:	£40m
Number of employees Responsible For:	9

Qualifications and Experience Required:	CCAB Accountant holding current full professional membership, with public sector experience.
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