

Job Description

Post Title:	Systems/ Capital Accountant		
Directorate:	Service Support		
Department:	Finance		
Location:	Service Headquarters		
Grade:	G	Date:	March 2025

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, Internal and External Auditors, as well Partners and Employees in this Authority and in other organisations
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Purpose of job:

The role covers two key areas in the Finance Department, Finance Systems maintenance & development and Capital Accounting.

The post holder will provide specialist financial advice and support to senior staff and other service colleagues and contribute to an efficient and effective customer orientated, financial management service for the authority. Along with ensuring the Finance System supports the efficient running of the service.

Main Activities, Duties and Responsibilities:

Finance Systems

- a) Will ensure the effective and efficient running of the Authority's financial systems.
- b) Will ensure administrative tasks associated with the finance system are undertaken.
- c) Will play a lead role in developing the finance system to support the Authority's systems and processes.
- d) Will assist with ensuring banking systems are maintained and kept up to date.
- e) Review, develop and implement accounting systems and procedures.
- f) Supervise system related activities carried out by the Accounting Technician and Financial Operations Team as appropriate.
- g) Responsibility for all aspects of capital accounting including:
 - Manage and maintain the fixed assets register, ensuring accuracy and compliance with relevant accounting standards
 - Perform regular reconciliations of capital asset accounts
 - Prepare and review depreciation and minimum revenue provision calculations and schedules
 - Assist in the preparation of financial statements and reports related to capital accounting
 - Conduct periodic physical verification of fixed assets
 - Collaborate with other departments to ensure proper recording and tracking of capital assets
- h) Budget setting for the Capital Programme
- i) Budget monitoring for the Capital Programme
- j) Supporting budgets holders with managing all elements of their capital budgets
- k) Attending key capital project meetings to provide financial advice and support to project managers and stakeholders
- l) Capital closedown for year-end closure of accounts and producing capital entries for the capital notes to the Statement of Accounts

- m) Provide support during audits and respond to auditor queries related to capital assets

General

- n) Supervise activities carried out by the Accounting Technician and Financial Operations Team as appropriate
- o) Work with the whole finance team to help develop and achieve results
- p) Provide financial information and other information/advice to specific timescales.
- q) Complete and submit statistical information, specialist support and returns as appropriate.
- r) To work with both internal and external audit, ensuring the relevant information is provided promptly upon request.
- s) Assist with the strategic budget setting process for both the Capital Programme and Finance Systems requirements
- t) Interpret and explain complex legislative directives and guidelines, financial regulations etc.
- u) Undertake project work including acting as the lead person as appropriate.
- v) Enhance financial awareness and capability within the Authority.
- w) Deputise for the Chief Accountant in relation to Accountancy as required.
- x) Carry out any such duties, as may from time to time, be agreed and directed by the Chief Accountant
- y) To carry out all tasks associated with this post in accordance with Leicestershire Fire and Rescue Service's Equality and Diversity Policies.
- z) To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety Policies.

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:

- ✓ 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:	N/A
Budget Indirectly Responsible For:	Capital Programme Budget up to c£20 million
Number of employees Responsible For:	1 indirectly (Accounting Technician for ad-hoc systems admin support)
Qualifications and Experience Required:	Part Qualified and working towards CCAB Qualification with significant experience in a local government finance setting.