

Job Description

Post Title:	Accounting Technician		
Directorate:	Service Support		
Department:	Finance		
Location:	Service Headquarters		
Grade:	F	Date:	March 2025

Responsible To:	Strategic Accountant
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Liaison With:	• All levels of staff • Third Party Pension and Payroll Providers • HMRC • Internal & External Auditors
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Purpose of job:
To contribute to the efficient and effective financial management of the authority.

Main Activities, Duties and Responsibilities:

- a) Assists the strategic accountant with preparing statistical information for returns
- b) Completes reconciliations, examples including but not limited to payroll, VAT, balance sheet and budgets.
- c) Provides financial information and other information/advice to specific timescales.
- d) Supports the strategic accountant with completing end of year accounts.
- e) To work with both internal and external audit, ensuring the relevant information is provided promptly upon request.
- f) Will assist the strategic accountant with pulling budget information together for both setting and monitoring.
- g) Support the strategic accountant with all functions of budget monitoring and budget setting.
- h) To provide training to budget holders.
- i) Will liaise with budget holders on a day-to-day basis and respond to queries as required.
- j) Monitors the adequacy of financial management processes and will assist with the development of effective financial management.
- k) Carry out any such duties, as may from time to time, be agreed and directed by the Finance Manager.
- l) To carry out all tasks associated with this post in accordance with Leicestershire Fire and Rescue Service's Equality and Diversity Policies.
- m) To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety Policies.
- n) 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:	N/A
Number of employees Responsible For:	0

Qualifications and Experience Required:	AAT (desirable)
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