

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Directorate	Finance and Procurement
Post Number	NU121a
Role	Treasurer
Location	Headquarters
Responsible to	Chief Fire Officer
Responsible for	n/a

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST
To act as Treasurer of the combined Fire Service Fund in accordance with the South Wales Fire Services (Combination Scheme) Order 1995, Section 112(2) (b) of the Local Government Finance Act 1988, The Accounts and Audit Regulations.

DUTIES AND RESPONSIBILITIES

1. To fulfil the 'Role of the Chief Financial Officer' as set out by the Chartered Institute of Public Finance and Accountancy (Cipfa)
2. To oversee the compilation of the Authority's budget and consult with the constituent authorities and the Welsh Government. To ensure that the levels set are sufficient to enable the financial obligations of the Authority to be met. Arrange for the determination, issue and transfer of the constituent authorities' contributions; and advise on budgetary matters, including any consequent long-term implications.
3. Make arrangements for the proper administration of the financial affairs of the Authority in accordance with Section 112(2) (b) of the Local Government Finance Act 1988.
4. Lead and shape the overall financial strategy of the Authority.
5. Make recommendations on the means of achieving the policies of the Authority and advise members and service managers on all matters of finance.

6. Lead, advise and support complex and politically sensitive issues affecting the service as they affect the financial position.
7. Provide financial advice to the South Wales Fire Authority on all aspects of its activity, including the strategic planning and policy making process; assist members in seeking to obtain best value for money; advise the South Wales Fire Authority on financial propriety.
8. Ensure that accurate, complete and timely financial information is provided to the Authority and the Chief Fire Officer; secure the preparation of statutory and other accounts.
9. Provide an effective internal audit service and assistance in providing safe and efficient financial arrangements.
10. Put in place effective treasury management arrangements, including loans and investments.
11. Advise in consultation with the Chief Fire Officer on the safeguarding of assets, including risk management and insurance.
12. Advise the Authority so that it can satisfy itself that the Chief Fire Officer has effective internal control, governance and management systems in force to enable delegated responsibilities to be exercised in a proper and effective manner.
13. To liaise with relevant Government bodies and departments to ensure the financial needs of the South Wales Fire and Rescue Service are known and understood.

As required by statute, to report any potentially unlawful decision by the Authority or the Fire and Rescue Service

14. To sit on working groups and committees of outside bodies as required ensuring appropriate commitment of South Wales Fire and Rescue Service.
15. To develop and promote partnership working with other Fire and Rescue Services and agencies.
16. To contribute to the priorities which aim to achieve the objectives of the Service's Corporate Improvement Plan.

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.

- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

