

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Corporate Services
Post	Head of Finance, Procurement and Property
Post No	NU123
Grade	HOS
Location	Fire Service Headquarters
Responsible to	Director of Corporate Services
Responsible for	Finance, Procurement and Property Staff

This Job Description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all 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 support the Director of Corporate Services in the corporate and strategic management of the Service, as a member of the Senior Leadership Team.

To maintain high standards of financial management and governance and to provide advice on financial, resource and internal audit related matters.

To undertake the role of Deputy Chief Finance Officer under s.112 (2)(b) of the Local Government Act 1988.

To deputise for the Director of Corporate Services where necessary and represent the Service at a local, regional and national level.

DUTIES AND RESPONSIBILITIES

Strategic Responsibilities

1. Work with the Executive Leadership Team to ensure that strategies and programmes across the Service are monitored and managed effectively in relation to the Service's overall financial strategy and budgetary constraints.
2. To develop and ensure effective partnerships between the Service, local communities and stakeholders for Finance, Procurement and Property, providing appropriate support in collaboration, to achieve shared

outcomes that contribute to delivery of the Service's objectives and/or to secure resources for the Service.

3. To take overall responsibility for the development of appropriate policies and strategies across the Service.
4. To oversee the development and implementation of corporate management standards, processes and procedures that support the achievements of the Service's strategic objectives and statutory responsibilities.
5. To promote continuous improvement through effective evaluation and improvement of performance.
6. To provide specialist advice and input to key corporate initiatives and projects, providing the necessary assistance and professional advice to enable them to perform their functions in the provision of services to the community.
7. To act as the Service's Deputy S112 (2)(b) officer for the purposes of the relevant legislation and under the Service's constitution, upholding the role of the chief financial officer as set out by the CIPFA Financial Management Code.
8. To act as corporate lead for Internal Audit including the production of the Annual Internal Audit Plan.

Financial Responsibilities

1. To lead the development and implementation of the Service's revenue and capital financial budget strategy ensuring that accurate, complete and timely financial information is prepared and submitted covering the Service's financial performance.
2. Ensure that the provision of a high performing financial function covering all aspects of accountancy, budgeting and financial management and advice are provided to Officers and Commissioners within the Service, ensuring that standards of financial control are maintained and all parties are fully aware of any associated risks.
3. Ensure the development of a strategy for all treasury management activities.
4. Ensure proper arrangements are in place for providing professional advice and support. This includes advising the Service's Senior Leadership Team, Service Managers and Commissioners on financial matters.
5. To attend the Finance and Audit Committee and provide regular and specialist reports to assist effective decision making and financial management.

6. Be accountable for the management of Service budgets ensuring that Financial Regulations are adhered to and that outturn is balanced in line with the original/revised budget.
7. To ensure effective management of the Service's financial systems and financial controls.
8. To provide training on financial matters to Commissioners and Officers of the Service in order that non-financial people are properly enabled to deal with the continually changing complexities of Local Government Finance.
9. Plan, monitor and co-ordinate the Service's annual revenue and capital budgets programme.
10. To be responsible for the annual closure of the Service's Accounts and the production of the:
 - a. Annual Statement of Accounts, ensuring compliance with statutory reporting requirements,
 - b. arranging the Audit of Accounts by External Audit and liaising with them during the process.
11. To be responsible for the preparation and submission of statutory returns.
12. Communicate effectively with staff and partners involve in delivering services to ensure that Service-wide and specific Service priorities are clearly understood and translated into actions that are joined-up and deliverable.
13. Continually challenge the way in which we deliver services and seek improvements.

Procurement Responsibilities

1. Ensure the Service procurement practices are compliant with all relevant UK and EU legislation.
2. Responsible for the development, implementation and on-going management of the Procurement Strategy to influence legal compliance with procurement legislation, best practice and agreed policy across the Service.
3. Responsible for ensuring value for money, economy and effectiveness in the operation of the procurement functions and pro-actively challenge where instances arise which do not appear to deliver economy, efficiency and effectiveness from any expenditure.

4. To lead the development and implementation of procurement policies and system strategies to support tendering, contracts management, spend analytics and supplier engagement and performance management.
5. To ensure the provision of professional procurement and contracting advice, support and training is available to Senior Leaders, Commissioners and Officers of the Service.
6. To develop an effective contract plan and contract register for the Service.
7. To lead the National Issues Committee (NIC) Procurement workstreams on behalf of the Service.

Property Responsibilities

1. Develop a long-term, comprehensive Property Assets Strategy that meets the Service needs in the most efficient way.
2. Lead and manage the corporate property team, to deliver an effective and responsive client property management service for departments, which is, legally compliant, efficient and integrated across the Service.
3. Ensure provision of efficient, responsive and continuously improving Property Services and Facilities Management functions for the Service.
4. To lead the Service's Sustainability agenda and to produce, monitor and report on the Carbon Reduction and Biodiversity Plans in line with relevant legislation.
5. To represent the Service on the Joint Emergency Services Group (JESG) Property workstream to ensure collaboration is achieved to deliver service improvements and efficiencies across the services.

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, and challenging inappropriate behaviour, attitudes, and discrimination at all times.
- 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. Rectify as far as reasonably practical, any work situation which might give rise to serious or imminent danger.