



JOB DESCRIPTION

Job Post Title:	Senior Accountant
Post No:	NU125
Grade/Role:	Grade 17
Department:	Finance
Location:	Fire Service Headquarters
Responsible to:	Head of Finance, Procurement & Property
Responsible for:	The Service Finance Team, i.e. Financial Accountant, Finance Technician, Accountancy Assistants (4), Accountancy Apprentice
Requirement to be a Welsh Speaker (Essential or Desirable):	Desirable

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 provide a quality, professional and comprehensive accountancy service for South Wales Fire & Rescue Service

The Senior Accountant will be responsible for providing high level financial management, reporting and professional support to ensure the effective and efficient use of financial resources.

To deputise for the Treasurer

DUTIES AND RESPONSIBILITIES

Management Accountancy

1. To assist in the development of the Medium-Term Financial Strategy. Develop forecasts and modelling for sensitivity analysis for medium to long term financial planning.
2. To co-ordinate the accurate completion of all annual budget submissions and take a lead role for the finance team in developing and compiling the Authority's annual revenue and capital budgets.
3. Responsible for monitoring budget performance, identifying opportunities for cost savings and efficiency improvements.
4. Responsible for the preparation of periodic budget monitoring reports to internal stakeholders, senior management, the Authority and it's relevant Committees.



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5. To provide information, advice and regular training to budget holders, managers, and other stakeholders of the Authority.
 6. Develop cost accounting methodology and information provision to improve and facilitate decision making.
 7. Lead and assist the finance team with the implementation, review, and improvement of all financial systems e.g. Stock Management, online/real time budget reporting.

Capital Accountancy

8. To lead on the development of strategic capital investment plans as part of the medium and long-term capital planning process and in support of the annual budget setting.
9. To manage the Authority's treasury function including the preparation of the annual treasury management strategy statement (TMSS) and associated reporting in compliance with the CIPFA Treasury Management and Prudential Codes, and in conjunction with best practice.
10. To lead on the development, review, and update of robust, internal Treasury Management Practices (TMP's).
11. To develop processes to accurately assess the Authority's borrowing requirement for the short to medium term on a regular and ongoing basis. To include oversight of the loan register and cash budget to ensure cash flow and capital investment plans are supported.
12. To be responsible for maintaining and developing the Fixed Asset Register and to control all changes such as acquisition, disposal, revaluation, and depreciation.
13. To administer the cyclical revaluation programme and impairment review of all assets in collaboration with internal property professionals.

Financial Reporting

14. To plan and co-ordinate the closure of accounts process and prepare the annual statement of accounts (SOA). Prepare relevant working schedules, meet audit requirements, arrange Authority reporting, approval, and the publication of the SOA.
15. To ensure the SOA is prepared in accordance with relevant regulatory, statutory, professional accounting standards and relevant best practice.
16. Conduct detailed financial analysis to identify trends, variances, and areas for improvement.

Team Management

17. To undertake management responsibilities for the Finance Team including the resolution of operational and performance issues.
 18. To lead the team in developing and reviewing strategies, plans, policies, and procedures to ensure the quality and relevance of the finance function meets the Service's aims and
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objectives.

19. Undertake annual Personal Review's (PR's), to ensure individual competencies, growth and development reflect the changing demands of a modern Fire and Rescue Service.
20. Mentor junior finance staff, providing guidance and support.

General Duties

21. To monitor compliance with Financial Regulations and procedures of the Authority and as set by accountancy bodies, Welsh Government and the Minister for Housing, Local Government and Planning.
22. Responsible for the accurate and timely submission of all statistical returns for finance.
23. To adopt a customer focussed approach to developing and delivering services i.e. provision of better, more timely, accurate information to internal stakeholders.
24. Awareness of Data Protection and Freedom of Information requirements and ability to develop processes to ensure the safe and secure exchange of information. Additionally, ensure team members are aware of their responsibilities in this aspect
25. Engage with the organisations business planning and risk management framework and lead on the development of the annual Finance business plan in cognisance of the strategic plan objectives and associated information.
26. Prepare reports for the Head of Service on all financial matters as and when required.
27. Support and deputise for the Head of Service at Authority meetings and their committees.
28. Representing the department at various user groups and project team meetings as and when required.
29. Maximise the effective and efficient delivery of services in the most cost-effective way, i.e. seek opportunities to improve team performance and develop improved reporting procedures.
30. Champion equality, diversity and inclusion cross the Service challenging inappropriate behaviour, attitudes, and discrimination.
31. Undertake any other duties commensurate with the post from time to time.

STANDARD SERVICE REQUIREMENTS

In addition to the duties and responsibilities outlined above, the post holder will be required to:-

- Undertake any other duties commensurate with the grade and post.
 - Attend in-house and external training courses as required.
 - Co-operate fully with any scheme or pilot scheme introduced within the department or across the
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Service.

- Apply the principles of the Services Dignity at Work Procedure and Equality and Diversity Statement whilst carrying out their duties.
- Protect children, young people or adults at risk from harm, reporting any safeguarding concerns using the Service's Safeguarding Procedure.
- Adhere to Health & Safety Legislation and Procedures and take reasonable care for the health and safety of self and others.

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

All documentation is available in both Welsh and English and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably.

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.

