**WEST YORKSHIRE FIRE & RESCUE SERVICE**

# JOB DESCRIPTION

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| **POST TITLE:** | Senior Finance Manager |
| **GRADE:** | EO2 |
| **RESPONSIBLE TO:** | Chief Finance & Procurement Officer |
| **RESPONSIBLE FOR:** | Payroll Team, Budgetary Control Team, Exchequer Services Team (13 staff) |
| **PURPOSE OF POST:** | To be responsible for the co-ordination and delivery of  the finance functions as directed by the Chief Finance and Procurement Officer |

To support and deputise for the Chief Finance and Procurement Officer

##### MAIN DUTIES AND RESPONSIBILITIES

1 To provide strategic financial support to the Authority, Directors and Management Team including:

1.1 The provision of financial support to elected members and directors and to deputise for the Chief Finance and Procurement Officer on committees or executive meetings of the Authority.

1.2 The provision of specialist financial advice and input to corporate initiatives and projects and identifying the financial implications of these

1.3 Advise and support the Authority, Management Team and Management Board members to help them to better understand financial information

1. Lead, direct and manage the Finance function including:

2.1 To be responsible that robust systems are in place to ensure that employees, creditors and debtors are paid/received accurately and timely and in accordance with policy and legislation.

2.2 To be responsible for the management of the Authority’s annual capital and revenue budget and to co-ordinate and manage the provision of accurate, understandable and timely financial information to enable budget holders at all levels to manage their budgets efficiently and effectively.

2.3 Co-ordinate and manage the charging mechanisms of the Authority ensuring that fees and charges recover the cost of provision of these services

1. Annual Closure of Accounts

3.1 Responsible for the annual Closure of the Fire Authority Accounts and preparation of the Statement of Accounts in accordance with statutory requirements and deadlines, and professional accounting standards.

3.2 Responsible for ensuring that technical challenges are met both in terms of financial understanding and external reporting requirements with particular reference to the production of the Statement of Accounts and the financial ledger system.

3.3 Responsible for the co-ordination of the annual external audit

3.4 Responsible for the submission and accuracy of statutory financial and statistical returns to Central Government, CIPFA and other organisations.

3.5 Responsible for the West Yorkshire Firefighters pensions account including the calculation and submission of the annual grant claim which exceeds £30m

1. Other

4.1 To support the Chief Finance and Procurement Officer in the revenue and capital budgeting process and Medium Term Financial Planning

4.2 To maintain an awareness of the full range of strategic / corporate management issues and their associated financial implications and requirements and to translate same into realistic financial strategies.

4.3 To increase financial awareness and education within the Fire Authority, ensuring a cost conscious approach to the use of resources.

4.4 To keep in, and maintain awareness of, best practice financial management techniques and bring these to bear on the Authority as appropriate

4.5 Establish and maintain relationships with peers in other Authorities and the wider community of finance professionals

4.6 To have overall responsibility for the recruitment, selection, development, discipline, capability, grievance, welfare and absence monitoring and any other associated activities in relation to staff in the finance team.

4.7 Ensure that the Business Continuity for the finance team is maintained.

4.8 To carry out any other appropriate duties as assigned by the Chief Finance and Procurement Officer. This includes deputising Finance by attending meetings, carrying out assignments for Directors.

4.9 To be responsible for ensuring that your conduct and behaviour accords with Service Policies on Equality and Fairness at Work and Ground Rules, and for promoting an environment of dignity and respect amongst colleagues.

1. Miscellaneous

5.1 To Implement and promote the Authority’s:

1. Health and Safety policies
2. Equality and Diversity policies
3. Information Security Management System policies
4. Safeguarding policies
5. Business continuity policy and contingency arrangements
   1. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
   2. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
   3. Responsibility for ensuring any data produced in relation to the post is accurate and current.
   4. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
   5. Undertake any other duties commensurate with the grade of the post as directed by line management.

**PERSON SPECIFICATION/SHORTLISTING CRITERIA**

In order to be shortlisted for the post you will need to demonstrate your ability to meet the requirements of the role by giving clear, concise **examples of how you meet each** of the following person specification criteria on your application form. On your application form please list or number the competency criteria against which you are providing evidence/examples.

You will only be shortlisted from the details in the application form if you meet **all Essential criteria**, i.e. items you must be able to do from day one to be able to perform the role. If a large number of applications are received, only those who also meet the Desirable criteria will be shortlisted, i.e. criteria you need to undertake the role, but which could be learnt during training.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

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|  | **Experience** | Essential/ Desirable | Source |
| 1 | Extensive knowledge of financial procedures and systems relevant to a large organisation | Essential | Application form & Selection Process |
| 2 | Experience as a finance professional in a senior role within a large organisation | Essential | Application form & Selection Process |
| 3 | Preparation of detailed financial reports for committees, management board and budget holders | Essential | Application form & Selection Process |
| 4 | Preparation of financial reports for budget holders including senior management and directors. | Essential | Application form & Selection Process |
| 5 | Ability to understand and explain complex financial information to a range of audiences | Essential | Application form & Selection Process |
| 6 | Development and introduction of financial systems.in a large and complex organisation | Essential | Application form & Selection Process |

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|  | **Education and Training** | Essential/ Desirable | Source |
| 7 | Qualified CCAB accountant with extensive experience | Essential | Application form & Selection Process |
| 8 | Evidence of continuing professional and personal development | Essential | Application |

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|  | **Special Knowledge and Skills** | Essential/ Desirable | Source |
| 9 | Extensive knowledge of accounting codes of practice, accounting conventions and accounting standards | Essential | Application form & Selection Process |
| 10 | Thorough understanding of the current issues that are affecting the fire service and local government and a good understanding of how these issues affect the provision of financial management within the fire service. | Essential | Application form & Selection Process |
| 11 | Thorough knowledge of legislation in relation to finance | Essential | Application form & Selection Process |
| 12 | Ability to lead, develop and implement financial systems/processes within the organisation. | Essential | Selection Process |
| 13 | Ability to translate complex financial information into policy and/or reports. | Essential | Selection Process |
| 14 | Excellent communication , presentation and people skills at all levels within the organisation | Essential | Application form & Selection Process |
| 15 | Ability to analyse and make judgement on complex financial information and to develop long term solutions based on the financial analysis. | Essential | Application form & Selection Process |
| 16 | Able to set aims, objectives and targets and develop strategies and action plans to achieve them | Essential | Application form & Selection Process |
| 17 | Excellent IT skills to enable the preparation of complex financial reports. | Essential | Application form & Selection Process |
| 18 | Excellent high level of analytical and problem solving skills | Essential | Selection Process |
| 19 | An understanding of the democratic processes of policy within local government | Desirable | Selection Process |
| 20 | Ability to plan and manage projects within a complex organisation and within tight deadlines | Essential | Selection Process |
| 21 | Demonstrate commitment to good data quality within all areas of work | Essential | Selection Process Only |
| 22 | Demonstrates commitment to taking a leading role in driving forward WYFRS’ commitment to equality of opportunity, diversity and inclusion | Essential | Selection Process only |
| 23 | Demonstrate an understanding of and ability to implement Health & Safety at work | Essential | Selection Process only |

**Updated Oct 2021**