**WEST YORKSHIRE FIRE & RESCUE SERVICE**

# JOB DESCRIPTION

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| **POST TITLE:** | Financial Accountant Apprentice |
| **GRADE:** | 6-7 |
| **RESPONSIBLE TO:** | Financial Accountant |
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| **PURPOSE OF POST:** | Provide support to the financial accounting and treasury functions within the Finance Department. |

**ORG CHART**

##### MAIN DUTIES AND RESPONSIBILITIES OF THE ROLE

1. Support the Senior Finance Management Team with the implementation of the Finance strategy, ensuring alignment to key business objectives and the priorities of the Service.
2. To work closely with both the Head of Finance and Financial Accountant to ensure delivery of a value adding financial management service and contribute towards the development of the function.
3. To assist with a range of financial accounting, reconciliation and reporting responsibilities including Balance Sheet Management, Technical Revenue, Capital, Cash and Bank as assigned by the Financial Accountant.
4. To assist with closing the annual accounts by internal and statutory deadlines, including the production of key financial statements and supporting notes to the Statement of Accounts.
5. Keeping up to date with changes to accounting codes of practice and accounting standards.

1. Assist with the management of documents and filing structures within the shared workspace for Financial Accounts.
2. Assist with the preparation of working papers, including rolling forward balances, inserting extracts of the accounting code of practice and updating formulas and links to sources of information.
3. Working under time pressured conditions to ensure adherence to strict deadlines.
4. Assist with the preparation of the monthly VAT submission to be signed off by the Head of Finance.
5. Maintain the Chartered Institute of Public Finance and Accountancy (CIPFA) Asset Management System, ensuring that all assets are accurately accounted for in the Authority's financial statements.
6. To assist with the external audit (interim and final) and be a day to day contact between the Authority and the auditor, co-ordinating and allocating information requests in a timely manner.
7. Undertake the monthly bank reconciliations ensuring all transactions have been accounted for correctly.
8. Assist in the production of detailed documentation to support Finance processes.
9. Assisting with department projects to embed a culture of continuous improvement and participating in organisational change initiatives. This includes the continuous review of Finance systems and Processes ensuring they are customer focused, streamlined, efficient and fit for purpose.
10. Responsible for ensuring any data produced in relation to the post is accurate and current.

**ORGANISATIONAL WIDE RESPONSBILITIES:**

1. Adherence to the Core Code which sets out five ethical principles, based on the Seven Principles of Public Life.



1. To Implement and promote the Authority’s:
2. Health and Safety policies.
3. Equality and Diversity policies.
4. Information Security Management System policies.
5. Safeguarding policies.
6. Business continuity policy and contingency arrangements.
7. Policies related to General Data Protection Regulation and Data Protection Act 2018 .
8. Commitment to maintaining our Customer Service expectations.

**SKILLS AND EXPERIENCE REQUIREMENTS FOR THIS ROLE.**

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

Please list or number the competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

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.** | **Where Identified.** |
|  | Ability to show initiative with an in-depth understanding of smarter working and continuous improvement philosophies. | Essential | Selection Process |
|  | Ability to place importance on self and others in achieving high standards. | Essential | Selection Process |
|  | Ability to work as part of a team. | Essential | Application & Selection Process |
|  | Demonstrate commitment to meeting deadlines. | Essential | Application & Selection Process |
|  | Motivated to lead by example and demonstrate the values of West Yorkshire Fire and Rescue Service. | Essential | Selection Process |

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|  | **Education and Training.** | **Essential/ Desirable** | **Where Identified.** |
|  | 5 GCSE grades 4-9 or A-C (subjects must include Maths and English) | Essential | Application |
|  | 2 A Level grades A-C | Essential | Application |
|  | Finance or Business Degree (min 2:1) | Essential | Application |
|  | Willingness to complete the CIPFA Level 7 Accountancy Apprenticeship qualification via the Apprenticeship programme | Essential | Application &  Selection Process |

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|  | **Special Knowledge and Skills.** | **Essential/ Desirable.** | **Where Identified.** |
|  | Advanced use of Microsoft packages such as Word and Excel to enable the preparation of complex financial reports and working papers. | Essential | Application & Selection Process |
|  | Demonstrate commitment to good data quality within all areas of work. | Essential | Application & Selection Process |
|  | Ability to organise your own workload. To have responsibility for a wide area of the finance workload and to deliver varied tasks within tight deadlines. These will include statutory deadlines. | Essential | Selection Process |
|  | Ability to work under your own initiative and to take responsibility for day to day decision making in accordance with organisational policies and procedures and financial regulations. | Essential | Application & Selection Process |
|  | Excellent communication skills both written and oral. | Essential | Application & Selection Process |

**Job Description: Last updated: June 2024**