West Yorkshire Fire & Rescue Service

Job Description

**Post Title: Accounts Officer**

**Grade: Grade 5**

**Responsible To: Finance Manager**

**Purpose Of Post: To support the Finance Manager and to assist and lead the Accounts Payable and Accounts Receivable functions.**

# Organisational chart

# Main duties and responsibilities of the role

1. **Accounts Payable**

* Assist the Finance Manager to lead and manage the Accounts Payable function ensuring it runs smoothly. This includes the management of the day-to-day workload through the allocation of tasks and monitoring performance against agreed KPIs.
* A key point of reference for information and procedural advice and queries for both internal and external stakeholders.
* Ensure compliance with Best Value indicators and Authority policies on the prompt payment of creditors by scrutinising and completing invoices for payment in a timely manner.
* Addressing problems by creating and implementing solutions, and making sure appropriate measures are taken. Collaborating with heads of departments and external parties to guarantee a comprehensive approach.
* Produce statistical information relating to SAP payments for management reporting purposes and for inclusion within statutory returns and Authority Committee papers.
* Assist the Finance Manager with the design and delivery of training to departments and managers to increase autopayment of creditor invoices and at year-end to ensure the smooth transition to the new financial year.

1. **Accounts Receivable**

* Assist the Finance Manager to lead and manage the Accounts Receivable function. This includes the management of day-to-day workload through the allocation of tasks and monitoring performance against agreed KPIs.
* A key point of reference for information and procedural advice and queries for both internal and external stakeholders.
* Validation, processing and calculation of Sundry Debtor accounts. Maintaining records and files in respect of debtors raised.

1. **General Accounting Duties**
   * + - Assist with internal and external audit requirements to ensure implementation of audit recommendations.
       - Undertake the annual review of fees and charges ensuring compliance with financial regulations.
       - Carry out costing exercises for the provision of services to external customers, including updating and revising established costing templates and formulas when required.
       - To assist with monthly balance sheet reconciliations in relation to creditor and debtor accounts.
       - Daily management of cash balances including arranging trades with counterparties and inputting payments into the bank.
2. **Smarter Working**

* Assist the Finance Manager to review, update and test the Business Continuity plan for the Accounts Payable function.
* Review Finance processes ensuring they are customer focused, streamlined, efficient and fit for purpose.
* Working on transformational change initiatives for the finance team including utilising new technologies to create more efficient and productive ways of working.

# Organisational wide responsibilities

1. Adherence to the[**NFCC Core Code of Ethics**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/%20Services%20England.pdf)and[**West Yorkshire Fire Service Values**](https://www.westyorksfire.gov.uk/sites/default/files/2023-03/WYFRS%20Core%20Values%20June22.pdf).

****

1. To implement and promote the Authority’s:

* Health and Safety policies.
* Equality and Diversity policies.
* Information Security Management System policies.
* Safeguarding policies.
* Business continuity policy and contingency arrangements.
* Policies related to General Data Protection Regulation and Data Protection Act 2018.
* Commitment to maintaining our Customer Service expectations.

1. A satisfactory Standard Disclosure and Barring check is required for the role.
2. This post has been designated a hybrid working post which means the postholder’s working time will be split between the workplace and home. The actual pattern and number of days at each will be agreed locally with the line manager and will be determined based on the service needs.

# 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.

|  | **Experience** | **Essential/Desirable** | **Where identified** |
| --- | --- | --- | --- |
|  | Extensive experience of financial coding systems within a large and complex organisation. | Essential | Application & Selection Process |
|  | Experience of working in a busy office environment. | Essential | Application |
|  | Experience of ICT systems, i.e. Microsoft Word and Excel. | Essential | Application & Selection Process |
|  | Experience of producing statistical reports and translating complex financial information. | Essential | Selection process |

|  | **Education and Training** | **Essential/Desirable** | **Where identified** |
| --- | --- | --- | --- |
|  | Possession of a recognised administrative qualification or extensive relevant experience. | Essential | Application |
|  | Possession of / working towards a recognised financial qualification. | Desirable | Application |
|  | Willingness to complete the AAT Level 4 qualification. | Essential | Application |

|  | **Special knowledge and skills** | **Essential/Desirable** | **Where identified** |
| --- | --- | --- | --- |
|  | A good understanding of Financial Regulations. | Essential | Selection Process |
|  | Ability to prioritise own workload and delegate tasks to meet tight deadlines. | Essential | Application & Selection Process |
|  | High level of written and oral communication and the ability to communicate effectively at all levels of the organisation and with external organisations. | Essential | Application & Selection Process |
|  | To have a flexible approach to work and be able to meet deadlines. | Essential | Application & Selection Process |
|  | Demonstrate commitment to good data quality within all areas of work. | Essential | Selection Process |
|  | Ability to work on own initiative and as part of a team. | Essential | Application & Selection Process |
|  | High level of analytical and problem-solving skills. | Essential | Selection Process |
|  | Ability to analyse and interpret data and reach robust conclusions. | Essential | Application & Selection Process |

Job Description last updated: **August 2024**