

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**JOB DESCRIPTION**

<b>Department</b>	Finance & Procurement - Accountancy
<b>Post</b>	Accountancy Assistant
<b>Post No</b>	505006
<b>Grade</b>	7
<b>Location</b>	Fire Service Headquarters
<b>Responsible to</b>	Accounting Technician
<b>Responsible for</b>	None

**This Job Description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of 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.**

<b>MAIN PURPOSE OF THE POST</b>
<p>To provide comprehensive support to the service and service accountants in regard to all aspects of finance and to actively contribute to an effective and efficient finance function.</p> <p>To have particular focus on the provisions of management accounting and support budget holders with the provision of advice and information to ensure accurate budget setting, monitoring and forecasting.</p>

**DUTIES AND RESPONSIBILITIES**

1. To prepare and distribute the annual budget submissions and to assist in the allocation of annual budgets and ensure these are linked to annual directorate plans.
2. To undertake regular review of expenditure/income profiles to feed into budget monitoring activities to ensure accurate year end forecasts.
3. To ensure accurate budget information is contained within systems supporting budget holders by undertaking regular reconciliation with financial ledgers and liaising with internal depts. i.e. Procurement, ICT etc.

4. To undertake periodic budget meetings to support budget holders in determining accurate information to assist budgeting process. This will include analysis and investigating areas of persistent under/overspend to feed into budget setting, monitoring and outturn reporting.
5. To maintain a register of authorised budget virements for each financial year and ensure these are implemented in budget information available to users.
6. To support the process for making claims for externally funded projects.
7. To assist in training new and existing budget holders in all relevant financial matters and with particular reference for systems supporting budget information.
8. To assist and support the annual closure of Accounts process, providing working papers and information to support disclosure notes.
9. To provide management reports from the system as required.
10. To assist with the capturing and recording of all efficiency gains identified through the budget processes.
11. To actively participate and feed into change programs designed to improve systems of work and the service provision to the organisation.
12. To be responsible for gathering and presenting data on all local performance indicators for the accountancy function.
13. To provide cover for the grade 7 comparative posts within the team.
14. To observe and promote practices and activities which are within the Health and Safety and Equal Opportunities Policies of the South Wales Fire & Rescue Service.
15. Any other duties commensurate with the post and grade.

## **STANDARD SERVICE REQUIREMENTS**

16. To attend in-house and external training courses as required.
17. To undertake in addition to the above duties and responsibilities such additional duties as may result from time to time from changing circumstances, but which will not change the general character or level of responsibility accorded to the post.
18. To utilise information technology as fully as possible within the constraints of the job, which shall include co-operating fully with any

scheme or pilot scheme using the same, that shall be introduced within the department or across the Service.

19. To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
20. To ensure awareness and compliance with any directorate, department or team plans that may be implemented from time to time and ensure awareness and compliance with any systems or procedures implemented within the department.
21. 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.

## 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.

