

Job Description

# **Job Title:**

Finance and Procurement Support Officer

# **Responsible To:**

Finance and Procurement Support Team Leader

# **Responsible For:**

None

# **Grade:**

Grade 5, Spinal Column Points 14-19, £28,624 - £31,067

# **Hours:**

36.25 hours per week

# **Location:**

Finance and Procurement Department, Lancashire Fire and Rescue Service Headquarters, Garstang Road, Fulwood, Preston, PR2 3LH

# **Other terms and conditions:**

* National Joint Council for Local Government Services (Green Book)
* A Flexi Time Scheme is in operation

# **Special Requirements**

* This role is subject to a Standard Check by the Disclosure and Barring Service[[1]](#footnote-1).

# **Our Aim**

The intended result of all our efforts is to: make Lancashire safer.

This is what we are here to achieve. We seek to do this by delivering prevention, protection, and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

# **Our Priorities**

* Valuing our people so they can focus on making Lancashire safer.
* Preventing fires and other emergencies from happening.
* Protecting people and property when fires happen.
* Responding to emergencies quickly and competently.
* Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do, and our Service values ‘Strive’ reflects the behaviours we expect from our staff:

* Service: Making Lancashire safer is the most important thing we do.
* Trust: We trust the people we work with.
* Respect: We respect each other.
* Integrity: We do what we say we will do.
* Valued: We actively listen to others.
* Empowered: We contribute to decisions and improvements.

The Service values are underpinned by the national Core Code of Ethics for Fire and Rescue Services in England. The Core Code sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour:

* Putting our communities first: we put the interest of the public, the community and service users first.
* Integrity: we act with integrity including being open, honest and consistent in everything we do.
* Dignity and respect: making decisions objectively based on evidence, without discrimination or bias.
* Leadership: we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.
* Equality, diversity, and inclusion: We continually recognise and promote the value of equality, diversity, and inclusion both within the Fire and Rescue Service’s and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.

Everyone in Lancashire Fire and Rescue Service is expected to behave in accordance with the Service values and to follow the Core Code, including those working with or on behalf of us.

You can read our full [Community Risk Management Plan.](https://www.lancsfirerescue.org.uk/about/publications/community-risk-management-plan-2022-2027)

# **Job Role**

The role of the Finance and Procurement Support Officer is to contribute to the work of Lancashire Fire and Rescue Service by: -

* Supporting the Finance and Procurement Support Team Leader to maintain and develop the department systems promoting best value to LFRS.
* Undertaking a range of tasks directly relating to the operation of the Procurement, Finance and Stores Function.
* These tasks are to be carried out within the framework of policies and procedures determined by the Combined Fire Authority and Fire and Rescue Service Management Team.

# **Responsibilities**

* Taking first line of enquiries for the Department and dealing with these as appropriate.
* Oversight and management of Pooled PPE system – including reviewing and revising station profiles, recording all movements, setting up new recruits, annual fire kit replacement and issue levels.
* Process any agreed sale of obsolete goods and keep associated records maintained.
* Assisting the co-ordination of the cyclical and annual stock checks, including all required year-end data reports.
* Record all ongoing price adjustments within the Tranman stock system and share information with the Finance Team each year and update contract prices in the relevant system/s as and when required.
* Direct liaison with Deputy Head of Procurement for PPE / Stock requirements.
* Reconciling invoices with orders raised on the computerised stock control system.
* Assist in managing the stationery contract ensuring value for money.
* Raising Requisitions / Purchase Orders and passing invoices for payment.
* Ensure compliance with payment policy, including resolving issues/queries as required.
* Resolving issues relating to requisitions, orders and invoicing associated to the Financial Management System.
* Gatekeep new supplier / noncontract orders for the Organisation/Service in line with policy.
* Assist with the development of changes to procedures following policy decisions, including the update of relevant Service Order/s.
* Ensure standard KPIs met, for example (not limited to) deliveries made on-time, in full, damages recorded and addressed with the supplier, corrections required addressed with the supplier etc.
* Be part of any Project Team as applicable to role and connected to Procurement and Stores service delivery; and where required, jointly responsible for training other team members.
* Providing support, solving problems and resolving queries of invoices on hold in a timely manner, ensuring invoices are released in line with payment terms.
* Support data cleansing of the Financial and Stores systems.
* Raising of debtor invoices and supporting the chasing of aged debt in line with policy.
* Support in the production of standard and ad hoc reporting requirements.
* Develop and maintain good relationships with internal customers and suppliers providing a customer focused service.
* Demonstrate a commitment to personal development and actively participate in the appraisal process.
* To be aware of the LFRS Safeguarding Procedures and to make referrals as appropriate to the role.
* Promote a positive image of the Service in dealing with all other organisations and members of the public.
* To promote the principles of equality and diversity and comply with Lancashire Fire and Rescue Service Equality, Diversity, and Inclusion Policy at all times.
* To observe all rules governing health and safety and use safety equipment where it is provided.
* To support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
* The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

It is unacceptable for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. (Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions.) Optional for uniformed grey and green book

# **Employee Specification** Please note all criteria are essential unless otherwise stated.

# **Qualifications**

* 3 GCSE’s at Grade C or above – including Mathematics and English or equivalent

# **Experience**

* Experience of providing a customer focused service
* Experience in a commercial discipline, including Procurement environment

# **Knowledge, Skills, and Abilities**

* Good ICT skills, including use of suite of Microsoft Office software
* Knowledge and understanding of a commercial procurement environment, purchasing techniques and procedures
* Ability to prioritise workload and meet deadlines
* Ability to communicate effectively with all levels of staff and externally with suppliers
* Ability to work effectively as a small team
* Good standard of numeracy and accuracy
* Self-motivation with an ability to work on own initiative
* Willingness to embrace new skills and knowledge
* Customer focused with ability to advise others
* A commitment to inclusion, equality, and diversity.

# **Desirable**

* CIPS qualified or equivalent
* HNC/D in a commercial discipline – preferable Business or Law
* Experience of dealing with both customers and suppliers
* The ability to apply knowledge of health and safety as it is applicable to the job role.

# **Special Requirements of the Post**

None

# **Terms and Conditions**

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# **Grade:**

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# **Hours:**

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# **Location:**

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# **Car Parking:**

Free Car Parking Facilities are available at LFRS Service Headquarters.

# **Pension:**

Local Government Pension Scheme

# **Annual Leave Entitlement:**

Green Book

The annual leave year for business support staff runs from 01 April to 31 March.

The scale of annual leave is as follows: -

Spinal Column Points 14-19

0-5 years: 26 days

5-9 years: 28 days

10 years and above: 29 days

Plus, bank holidays, plus 2 extra days which are accrued and taken if in post at Christmas/New Year. Staff employed at Lancashire Fire and Rescue Service Headquarters are also required to take some additional annual leave to facilitate the Christmas closure.

# **Other Terms and Conditions:**

* National Joint Council for Local Government Services.
* Lancashire Fire and Rescue Service operates a flexi-time scheme.

# **Car Categorisation**

None

# **Clearances:**

* Satisfactory references
* Standard Disclosure and Barring Service Check[[2]](#footnote-2)
* Occupational Health Assessment

It is unacceptance for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues.

To this end, Lancashire Fire and Rescue Service will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentiality. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed.

1. With effect from 6 July 2023, Fire and Rescue Authorities have been listed in Schedule 1 of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, meaning that all LFRS roles are subject to a Standard Level Disclosure and Barring Service (DBS) Check as a minimum. Some roles within the Service will be eligible for a higher level check depending on the duties of the role [↑](#footnote-ref-1)
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