

Job Description

# **Job Title:**

Accountant

# **Responsible To:**

# Deputy Head of Finance

# **Responsible For:**

Assistant Accountant

# **Grade:**

Grade 7 Bar 8 Bar 9

Grade 7, Spinal Column Point 28 – 32 £37,938 - £41,511

Grade 8, Spinal Column Point 33 – 37 £42,708 - £46,731

Grade 9, Spinal Column Point 38 – 41 £47,754 - £50,788

# **Hours:**

36.25 hours per week

# **Location:**

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**

* It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence and has a car available which meets the requirements of Lancashire Fire and Rescue Service.
* 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**

As an Accountant at Lancashire Fire and Rescue Service, you will play a pivotal role in shaping our financial strategy and ensuring our financial health. You will work closely with the Deputy Head of Finance and Head of Finance and Procurement to deliver high-quality financial services, including financial accounting, management accounting, corporate accounting, and treasury management.

Your key responsibilities will include:

* Support the preparation and timely submission of the statement of accounts, supported by accurate and high-quality working papers.
* Advising on management and technical accounting issues, providing valuable insights and support to the organization.
* Driving the budget monitoring process, ensuring the delivery of precise and reliable budgets.
* Collaborating with various departments to support the preparation of bids for external funding and the completion of grant claims.
* Supporting the Deputy Head of Finance to managing and develop the finance team, fostering a culture of continuous improvement and professional growth.

This role offers a dynamic and supportive environment where your contributions will have a direct impact on our community.

# **Responsibilities whilst operating as a scale 7**

* To support the preparation of the statement of accounts, within the statutory deadlines, including the production of relevant financial statements and working papers to meet all statutory and external audit requirements.
* To assist in all aspects of balance sheet accounting, including the up-to-date maintenance of the fixed asset registers.
* To assist in the coordination of the external audit including:
  + Creating, monitoring and reporting the closure of accounts timetable.
  + Coordination of responses to external audit queries across the Finance Team.
* To ensure the timely and accurate production of financial returns as required, i.e. Government, CIPFA etc. To ensure that proper processes and protocols are in place to comply with all relevant VAT, employment and other taxation legislation.
* Assist in the preparation of timely and accurate monthly management accounts for the organisation, including year-end forecasts as required
* Monitoring of changes to staffing establishments in conjunction with HR personnel, including producing reports as required.
* Assisting with the overall co-ordination of the preparation of bids for external funding and the completion of grant claims.
* Support the management of insurance services
* To manage, develop and maintain all the financial systems and internal controls operated within the finance team ensuring that maximum use is made of the IT systems available (note the finance system is provided and managed by Lancashire County Council).
* To lead, manage and develop the staff within the finance team through staff supervision, appraisal, coaching and mentoring.
* 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

# **Responsibilities whilst operating as a scale 8**

* To support the production of the capital and revenue budgets including:
  + Analysing government funding announcements and opportunities and ensuring that these are accurately incorporated into financial plans
  + Assisting in the completion of the Treasury Management strategy and Capital Strategy
  + Advising on the level of provisions.
  + Advising on the cost of borrowing and other financing budgets.
* To regularly report on the compliance with the Prudential Code and related Prudential Indicators.
* To monitor the financial aspects of the Authorities PFI schemes, ensuring compliance with relevant accounting requirements.
* Develop policies and guidance in relation to financial matters.
* Provision of advice and training to budget holders and staff within the organisation on finance related procedures, issues and budgetary control.
* Liaison with budget holders to ensure appropriate performance management of all budgets in order to meet key service, corporate and statutory performance measures.
* Co-ordination of the preparation of bids for external funding and the completion of grant claims.
* Preparation of bids for external funding and the completion of grant claims.
* Completion of VAT returns within statutory deadlines, ensuring compliance with VAT legislation.

# **Responsibilities whilst operating as a scale 9**

* To make recommendations regarding the best financing options for fixed assets, including the leasing of assets.
* To assist in the effective delivery of the treasury management function including:
  + Ensuring appropriate expert advice and support is available
  + Providing support for the management of the Service’s day-to-day and longer term cash flow, investments and borrowings, and the associated risks.

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.

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

# **Qualifications for Grade 7**

* Part qualified accountant (CCAB or equivalent) with commitment to study.

**Qualifications for Grade 8 or to progress to Grade 8**

* Fully Qualified Accountant (CCAB or equivalent)

**Qualifications for Grade 9 or to progress to Grade 9**

* Fully Qualified Accountant with minimum of one year post qualification working in Public Sector Finance

# **Experience**

Grade 7

* A minimum of three years’ experience of working in a financial setting
* Experience of producing Statutory Accounts
* Experience of budget monitoring and variance analysis.

Grade 8

* Experience of Revenue and Capital budget setting and management
* Experience of providing financial advice and guidance that adds value
* Experience of producing financial returns i.e. Government and statutory returns

Grade 9

* Experience of Treasury Management and VAT accounting

# **Knowledge, Skills, and Abilities**

Grade 7

* Knowledge and understanding of computerised information systems
* Effective working knowledge and experience using Microsoft Office
* Ability to work on own initiative and manage own workload with minimum supervision
* Ability to manage a range of duties simultaneously to meet deadlines and deal with the demands of the role
* Work as a member of a team
* Work flexibly to meet the needs of the Service

Grade 8

* Knowledge and understanding of accounting techniques, financial concepts and current financial issues
* Ability to develop effective working relationships at all levels within the organisation
* Ability to provide financial guidance to managers in relation to financial matters

# Grade 9

* Knowledge of local government finance and the production of Statutory Accounts.
* Knowledge of requirements and legislation in relation to finance, VAT and other taxation
* Excellent written and verbal communication skills.
* The ability to produce and present reports in a clear and professional manner to a range of audiences
* The ability to develop written policy documents and reports relating to financial matters.

**Relevant abilities to the role**

* The ability to apply a knowledge of safeguarding (as appropriate to the role)
* The ability to apply knowledge of health and safety as it is applicable to the job role.
* A commitment to inclusion, equality, and diversity.

# **Special Requirements of the Post**

* It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence.

# **Terms and Conditions**

# **Job Title:**

Accountant

# **Responsible To:**

Deputy Head of Finance

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# **Location:**

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# **Car Parking:**

Free Car Parking Facilities are available at 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 20-36

0-5 years: 28 days

5-9 years: 28 days

10 years and above: 31 days

Spinal Column Point 37 and above

0-5 years: 29 days

5-9 years: 29 days

10 years and above: 32 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.
* Ad Hoc Car User

# **Car Categorisation**

Essential, Ad Hoc

Current Category ‘B’ (car) full driving licence. If it carries any endorsements, clearance will be required from the Head of Fleet and Technical Services before you can be appointed even if you are successful at interview.

If you use your own vehicle, you will be reimbursed for the use of the vehicle on authorised journeys in accordance with the “Lancashire Fire and Rescue Service Ad Hoc Car User Scheme”.

The vehicle provided must be fit for purpose and meet the following requirements:

* Valid MOT test certificate.
* Maintained in accordance with the manufacturer’s recommendations, kept in good condition and be always fully road legal.
* Insured for you to drive on official business journeys.
* It should be noted that the provision of your own vehicle does not preclude Lancashire Fire and Rescue Service requiring you to use service transport where this is considered more appropriate and in the interests of the organisation.

# **Clearances:**

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

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)
2. 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-2)