

Job Description

# **Job Title:**

Assistant Accountant

# **Responsible To:**

Accountant

# **Responsible For:**

None

# **Grade:**

Grade 5 Bar 6

Grade 5, Spinal Column Point 14 –19 (28,624 – 31,067)

Grade 6, Spinal Column Point 20- 27 (31,586 – 37,035)

# **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**

* Financial support will be given to support the individual to achieve the AAT or CCAB qualification if they so wish.
* 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 assistant accountant at Lancashire Fire and Rescue Service, you will support the Deputy Head of Finance and Accountants to deliver high-quality financial services, including finance accounting, management accounting, corporate accounting, and treasury management.

Your key responsibilities with include:

* Assist the accountant in preparation of statement of accounts on behalf of the Authority.
* Assist the accountant in monitoring and maintaining a range of budgets including timely reporting and presenting to budget holders.
* Assist the accountant in the timely submission of statutory and non statutory returns such as VAT, Whole Government Accounts , grant claims.
* Assist the accountant in providing treasury management service for the Authority including the daily monitoring of cash flow activities and the forecasting of future cashflow.

# **Responsibilities whilst operating as a scale 5**

* Assist in the provision of financial management and accounting services provided to the Executive Board and Fire Authority.
* Manage the Finance inbox ensuring emails are responded to in a timely manner.
* Assist in the preparation of statutory and financial statements/returns in accordance with accounting standards, guidelines and statutes including VAT
* Assist in the production of the annual budget in consultation with other staff across the organisation.
* Assist in the preparation of timely and accurate management accounts for the organisation, including detailed analysis of areas of significant expenditure.
* Assist in the preparation of timely and accurate budget statements to Budget Holders including a narrative analysing the key issues arising.
* Investigation of variances arising on production of the management reports, including liaising with various non financial staff across the organisation.
* Processing of journals and accruals supported by evidence based working papers.
* Raising and receipting of Finance requisitions, ensuring a three way match to invoices.
* Preparation of evidence for internal and external audit.
* Assist in the reconciliation of the Fire Authority bank account, including the recording of income and expenditure.
* Assist with treasury management activities, including completion of the Fire Authority’s daily cashflow management.
* Assist with raising of debtor invoices, ensuring the correct VAT treatment has been applied.
* Support National Fraud Initiative and Freedom of Information requests.
* Production of ad-hoc reports on specific cost areas for both budget holders and the Head of Finance and Procurement as necessary.
* Assist in the management, development and maintenance of the financial systems and internal controls operated within the finance team, ensuring that maximum use is made of the IT systems available by training as necessary.
* Assist in monitoring the staffing establishment, including analysis of vacancies and budgetary underspends on salary costs.
* Assist in the production of various balance sheet reconciliations on a monthly / quarterly basis.
* Deal with all petty cash matters, including cash handling and banking.
* Monitoring and audit of expense claims, including recharging costs as necessary.
* Assist with the management, reconciliation and top-up of the pre-paid purchase card/cashplus Emergency Incidents account
* Assist with the payment and processing BACS payment runs and ad hoc invoices.
* Support the management of insurance requirements and monitoring.
* Production and maintenance of procedure notes covering all aspects of work carried out by the finance team.
* 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.

**Responsibilities whilst operating as a scale 6**

* Assist in the completion of grant claims as required by the Home Office and other government departments and regulatory bodies.
* Provide guidance on audit of employee expense claims, ensuring compliance with internal policies and external regulations e.g. tax.
* Preparation and posting of budget virements, with appropriate maintenance of reconciliation records.
* Assist in preparing the pay budget.
* To attend budget holder meetings, providing support and guidance in line with policy and financial regulations.
* Completion of Fire Authority statutory VAT returns.
* Completion of the Fire Authority’s annual cashflow forecast and assist with the planning and arrangement of investments and borrowings.
* Assist with pension monitoring and the preparation of pension returns.
* Assist in capital accounting requirements and maintenance of the asset register.
* Completion of statutory / non statutory financial returns

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 for Grade 5**

* 5 GCSE’s or equivalent, including Maths and English (Grade A-C)

**Qualifications for Grade 6**

* Fully qualified AAT or part qualified CCAB or equivalent.

# **Experience, Knowledge, Skills and Abilities**

Grade 5

* Previous experience of working in undertaking a finance role

Grade 6

* A minimum of 2 years’ experience of working in a finance setting.
* Experience of completing VAT returns.
* Experience of managing cash flows.
* Experience of supporting statement of accounts.
* Experience of budget monitoring and variance analysis.
* Experience of attending meetings, providing support and guidance in line with policy and financial regulations.
* Evidence a proactive approach to problem solving
* Evidence of working independently and using own initiative

# **Special Requirements of the Post**

None.

# **Terms and Conditions**

# **Job Title:**

Assistant Accountant Scale 5 Bar 6

# **Responsible To:**

Accountant

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# **Hours:**

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# **Location:**

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

# **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: -

Up to spinal column point 13

0-5 years: 23 days

5-9 years: 28 days

10 years and above: 28 days

Spinal Column Points 14-19

0-5 years: 26 days

5-9 years: 28 days

10 years and above: 29 days

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.

# **Car Categorisation**

None

# **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)