



# Derbyshire Fire & Rescue Service

## Job Description

<b>Job Title:</b>	Accountant / Trainee Accountant
<b>Salary Grade:</b>	Scale 6/SO1/SO2* *Progression to SO1 or SO2 is subject to fulfilling the Accountant / Trainee Accountant career progression criteria (see below)
<b>Portfolio:</b>	Corporate Financial Services
<b>Department:</b>	Finance
<b>Responsible to:</b>	Head of Accountancy
<b>Post Objective:</b>	Assist in the provision of an efficient and effective financial accounting service. In particular the post holder will be responsible for revenue budget monitoring, providing pension data, and closedown work.
<b>Other Considerations:</b>	The postholder must ensure that they comply with the continuous professional development requirements of their professional body.  Confidentiality must be maintained at all times.

**\* this is a career development post and therefore some of the duties will not be allocated until such time as work experience or qualification makes it appropriate to do so.**

### Responsibilities:

1. Ensure that budget holders have accurate monitoring information on a monthly basis.
2. Produce financial information as required to support Head of Accountancy, Strategic Leadership Team, budget holders and station i.e. station based activity monitoring.
3. Assist budget holders and advise on budget monitoring and forecasting, responding to queries in connection with payments, commitments and budget as appropriate.

4. Oversee tasks undertaken the by Finance Assistant, such as monthly reconciliations, basic budget monitoring and monitoring obsolete orders on the ledger.
5. Check and import payroll and pension data, ensuring prompt payment of deductions from salary.
6. Provide pension data in the format required to Leicestershire County Council (LCC) who manage the Firefighter's Pension Scheme on behalf of the Authority.
7. Maintain a good understanding of the pension schemes and ensure that changes are correctly implemented in order that appropriate data can be retrieved for the completion of Government returns and for the Actuary at year end. This will include some liaison with LCC.
8. Calculate medium term pension forecasts for the completion of Government returns
9. Assist with the closing down procedures for the revenue and occasionally capital accounts, and undertake the analysis to support the Service Reporting Code of Practice. Other closedown related tasks include calculation of debtors and creditors, closing down of financial accounting system, balancing of control accounts and reconciliation of payroll.
10. Assist with the preparation of the Authority's Statement of Accounts.
11. Assist in the preparation of annual and long-term revenue and capital budgets.
12. Enter and check General Ledger journals, ensure the integrity of actual expenditure and committed expenditure through housekeeping.
13. Carry out the reconciliation of control accounts, investigating any variances and taking necessary corrective action.
14. Assist with the investigation of budget variances, identifying the cause and suggesting corrective action.
15. Assist in duties relating to the collection of information and completion of returns on behalf of the Service.
16. Provide cover in the absence of the Head of Accountancy or as directed in respect of financial matters as appropriate to career development.
17. Keep up to date with upgrades and amendments to the computerised financial system attending training as appropriate in order to assist finance staff with queries and offer advice on developments.
18. Lead in the set up and development of new systems and procedures.
19. Liaise with internal and external auditors and provide information and documentation as required.
20. Review and implement recommendations made by the auditors.

21. Ensure adherence to financial regulations and procedures at all times
22. Detect and report computer system faults and follow up problems until they are concluded.
23. Maintain appropriate record systems (including computerised systems) relative to the duties of the post.
24. Communicate effectively the Authority's values, aims, policies and decisions to all parties affected by its services and activities as well as to its employees.
25. Understand and comply with all policies, procedures and relevant legislation.
26. Undertake any other reasonable duty, commensurate with the grading and responsibility of the post, across the Service in order to meet Service priorities and business continuity requirements.

### **Career Progression**

**On appointment will fulfil the person specification essential requirements in relation to qualifications and experience.**

**Appointment to and progression through the Career Grade will depend on the completion of prescribed qualifications and effective completion of work experience in accordance with a programme of duties determined by the Line Manager.**

### **Scale 6**

**Holds entry to CIMA/CIPFA course and /or is already studying for first year of CIMA/CIPFA. Has experience of a number of specific areas of accounting for example budgeting/monitoring/close down/capital accounting/control procedures and implementation /policy writing in any type of organisation.**

### **SO1**

**A Part Qualified Accountant (Foundation & 1<sup>st</sup> Year passed). Has experience of a number of specific areas of accounting for example budgeting /monitoring/close-down/capital accounting/control procedures and implementation/policy writing in a public authority environment.**

### **SO2**

**A Qualified Accountant who has experience of the entire range of accounting functions required by the post including budgeting/monitoring/close down/capital accounting/control procedures and implementation/policy writing in a public authority environment.**



Derbyshire  
Fire & Rescue Service  
Making Derbyshire Safer

## Derbyshire Fire & Rescue Service

### Person Specification

Post Title Accountant /Trainee Accountant

Scale: 6/SO1/SO2\* (Subject to career progression criteria)

#### Evidence Codes

AF – Application Form

JRT – Job Related Test

I - Interview

M – Medical

D – Documentation

CRB

Job Criteria				
	Essential	Source Of Evidence	Desirable	Source Of Evidence
<b>Skills &amp; Abilities</b>	<b>Be able to demonstrate the following:</b>			
	<ul style="list-style-type: none"> <li>Effective and professional oral and written communication such as email, letters and reports etc.</li> </ul>	AF/I/JRT		
	<ul style="list-style-type: none"> <li>Effective and efficient organisational, prioritisation skills and an ability to meet tight deadlines.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Advanced level of numeracy.</li> </ul>	AF/I/JRT		
	<ul style="list-style-type: none"> <li>Attention to detail and high level of accuracy.</li> </ul>	AF/I/JRT		
	<ul style="list-style-type: none"> <li>Demonstrable extensive IT experience in relation to the use of spreadsheets e.g.; Excel.</li> </ul>	AF/I/JRT		
	<ul style="list-style-type: none"> <li>Interpretation/basic understanding of statistics and financial information.</li> </ul>	AF/I		
<b>Knowledge</b>	<b>Be able to demonstrate relevant knowledge and understanding of the following:</b>			
	<ul style="list-style-type: none"> <li>Local Government finance.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Budgets/Accounts.</li> </ul>	AF/I		

	<ul style="list-style-type: none"> <li>Health and Safety issues relating to the duties of the post.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Data protection/security of data.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Accountancy as a career.</li> </ul>	AF/I		
<b>Experience</b>	<b>Be able to demonstrate experience in the following:</b>			
	<ul style="list-style-type: none"> <li>Management of finances.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Effective interpersonal skills/teamworking.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Taking complex information and presenting it in an easily understood format.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Windows software including spreadsheets.</li> </ul>	AF/I/JRT		
<b>Qualifications</b>	Minimum 3 GCSE's (A-C) and 2 A-Levels (A-C) including Maths and English at either level or BTEC National or NVQ Level 3 or equivalent level qualifications.	AF/D/I		
	<ul style="list-style-type: none"> <li>Or AAT qualifications.</li> </ul>	AF/D/I		
	<ul style="list-style-type: none"> <li>Or part qualified as a professional Accountant.</li> </ul>	AF/D/I		
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>Understanding of and commitment to Inclusion &amp; Equality in the workplace.</li> </ul>	I		
	<ul style="list-style-type: none"> <li>Awareness of protocols required for dealing with protected characteristics covered by Equality Legislation</li> </ul>	I		
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>Commitment to and appreciation of quality customer service.</li> </ul>	I		
	<ul style="list-style-type: none"> <li>Medical clearance subject to reasonable adjustments under the Equality Act 2010 (where appropriate).</li> </ul>	M		
	<ul style="list-style-type: none"> <li>Satisfy Police security vetting procedures at the appropriate level</li> </ul>	D		

	<ul style="list-style-type: none"> <li>• Full driving licence (reasonable adjustments can be made under the Equality Act 2010 for those unable to hold a driving licence due to a disability).</li> </ul>	AF/D		
	<ul style="list-style-type: none"> <li>• Work outside office hours by prior agreement.</li> </ul>	I		
	<ul style="list-style-type: none"> <li>• Ability to travel throughout the County and across the UK (as/if applicable) to carry out the requirements of the post.</li> </ul>	I		
	<ul style="list-style-type: none"> <li>• Demonstrate evidence of continuous professional development and competence.</li> </ul>	I		