



## **JOB DESCRIPTION**

<b>TITLE OF POST:</b>	Accountant
<b>RANK / ROLE:</b>	Grade 7
<b>POST REFERENCE</b>	ADM.064
<b>LOCATION:</b>	Finance Department, Service Headquarters
<b>RESPONSIBLE TO:</b>	Accounting Services Manager
<b>MAIN PURPOSE OF JOB:</b>	To provide technical accountancy support to the Head of Finance and the Accounting Services Manager.

---

(Last updated: July 2022)

Reviewing Officer – Stephen Phillips, Accounting Services Manager

Schedule of Responsibilities	Responsible to
1. Assist in the budget setting process and prepare detailed budgets within the parameters approved by the Resource Management Committee. Communicate the detailed budgets to Budget Managers and post the budgets to the financial management system.	Accounting Services Manager
2. Assist in the review of the 5-year Capital Programme and prepare a detailed programme within the parameters approved by the Resource Management Committee. Communicate the detailed programme to Project Managers and post the budgets to the financial management system.	Accounting Services Manager
3. Receive virement requests for revenue and capital, and ensure they are properly authorised in accordance with Financial Regulations. Post approved virements to the financial management system.	Accounting Services Manager
4. Produce the monthly revenue budget monitoring reports for submission to Budget Managers and ensure they are fully completed and returned.	Accounting Services Manager
5. Collate the budget monitoring returns, prepare the monthly actual position and forecast outturn position at Directorate and Head of Service level.	Accounting Services Manager
6. Assist in producing the monthly revenue budget and Capital Programme monitoring and narrative report for Resources Directorate, Service Leadership Team, and Executive Leadership Team.	Accounting Services Manager
7. Assist the Head of Finance in preparing the revenue budget and Capital Programme monitoring reports for the Resource Management Committee and the Fire Authority, ensuring that monitoring reports are a true reflection of the Service's financial activities and are produced in a timely manner.	Accounting Services Manager

(Last updated: July 2022)

Reviewing Officer – Stephen Phillips, Accounting Services Manager

Schedule of Responsibilities	Responsible to
8. Assist in the preparation of the Service's quarterly Grant submissions ensuring income is claimed in a timely manner.	Accounting Services Manager
9. Work with Human Resources to ensure the approved establishment reconciles to approved budgets. Prepare financial information for the Strategic Workforce Group.	Accounting Services Manager
10. Act as first contact point for Budget Managers requiring assistance in budget monitoring and in obtaining data from the Financial Management system. Ensure the provision of a professional accounting service to Budget Holders and Budget Managers. Correcting ledger entries where required.	Accounting Services Manager
11. Assist in the administration of and accounting for leases.	Accounting Services Manager
12. Complete statistical returns as and when required, including Whole of Government accounts, Welsh Government revenue and capital actual and forecast returns.	Accounting Services Manager
13. Develop and maintain the Service's Asset Management System (AMS) ensuring it is kept updated for additions, disposals, and valuations.	Accounting Services Manager
14. Prepare monthly bank reconciliation statement. Undertake any adjustments as identified during bank reconciliation process.	Accounting Services Manager
15. Assist the Head of Finance in the end of year closure of accounts process and preparation of the Annual Statement of Accounts. Ensure accuracy of the information contained in the financial ledger and ensure that statutory closure deadlines are met.	Accounting Services Manager

(Last updated: July 2022)

Reviewing Officer – Stephen Phillips, Accounting Services Manager

Schedule of Responsibilities	Responsible to
16. Assist in the financial management of Service projects, providing financial advice to ensure projects are delivered on budget and on time.	Accounting Services Manager
17. Undertake daily Treasury Management activity in accordance with the approved annual Treasury Management Strategy. Assist in maintaining a cash flow record and to contribute to Treasury Management discussions leading to investment and borrowing decisions.	Accounting Services Manager
18. Assist in the review and update of :- a) Finance processes and procedures b) Finance Business Continuity Plan.	Accounting Services Manager
19. Observe and promote the practices and activities which are within the Health and safety, Anti-fraud and corruption and equal Opportunities policies of the Authority.	Accounting Services Manager
20. Any other duties commensurate with the position and grade.	Accounting Services Manager

- ❖ The responsibility for administering the contents of this job description lies with the post-holder.
- ❖ The post-holder should continually check this job description and any responsibility not included and any proposed variations should be the subject of discussion with the Line-Manager.
- ❖ Where difficulties arise that cannot be resolved by the Line-Manager reference may be made to the Head of Department who will consult with parties as necessary.