



**SOUTH WALES FIRE AND RESCUE SERVICE**  
**JOB DESCRIPTION**

<b>Department</b>	Finance, Procurement & Property
<b>Post</b>	Management Accountant
<b>Post No</b>	505664
<b>Grade</b>	14
<b>Location</b>	Accountancy
<b>Responsible to</b>	Senior Accountant
<b>Responsible for</b>	1 x Accounting Technician 1 x Accountancy Assistant
<b>Responsibility for Physical Resources</b>	Finance systems
<b>Responsibility for Financial Resources</b>	Revenue budget Staffing establishment

**This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.**

**MAIN PURPOSE OF THE POST**

To play a crucial role in maintaining the financial health and efficiency of South Wales Fire and Rescue Service (SWFRS), supporting both day-to-day operations and long-term strategic goals.

To focus on the development of financial planning, analysis and control methodologies. To include responsibility, in conjunction with the financial accountant, for maintenance and development of IT related finance systems to support the provision of timely and high-quality information.

## **DUTIES AND RESPONSIBILITIES:**

### **Revenue Budgeting**

#### 1. Budget preparation, management and forecasting:

- Develop, prepare and manage the revenue budget for SWFRS.
- Prepare and manage the annual salary budget and approved staffing establishment.
- Work with departmental heads to gather budget requirements and ensure alignment with strategic goals.
- Prepare detailed budget reports and forecasts, highlighting key assumptions and financial impacts for relevant stakeholders.
- Undertake salary scenario planning to assess award impacts on the annual budget position.
- Adopt a business partnering approach to ensure accurate and timely financial information exchange and the achievement of strategic planning objectives.
- Monitor and report revenue performance against budget.
- Prepare and update revenue forecasts based on actual performance, market conditions, e.g. contract plan, and other influencing factors.
- Develop a customer communication, training and support strategy to improve financial literacy, to include an online, self-service repository of tools and information for budget holders and internal stakeholders.
- Contribute to the development of longer-term plans to inform the medium-term financial strategy.
- Assess the financial implications of proposed projects and initiatives, ensuring alignment with strategic objects.

#### 2. Financial Analysis:

- Analyse financial data to identify trends, undertake variance analysis, and identify areas of concern to facilitate improved understanding of cost behaviours and budget forecasts.
- Conduct cost-benefit analysis and financial modelling to support decision-making processes for budget and workforce planning.
- Identify and assess financial risks and implement measures to mitigate them.

### 3. Financial Reporting

- To actively support the closure of accounts process and assist in the preparation of the annual statutory statement of accounts by taking responsibility of the completion of relevant disclosure notes and information contained within.
- Ensure compliance with relevant accounting standards, regulations, and CIPFA Codes of practice.
- To liaise with auditors on the provision of financial information and ensure compliance with audit requirements.

### 4. Cost Control and Efficiency

- Implement and monitor internal controls to ensure efficient use of resources and prevent financial mismanagement.
- Review and approve expenditure requests within delegated authority limits.
- Identify and recommend cost saving initiatives and efficiency improvements.

### **Supervisory Duties**

- Assume supervisory responsibilities for the revenue team and to resolve operational and performance issues.
- Undertake annual Personal Reviews to ensure individual competencies development supports the changing demands of a modern Fire and Rescue Service.

### **General Duties**

- Occasional attendance at Fire Authority and SLT meetings.
- Develop, implement and maintain financial policies, procedures, and systems to ensure robust financial management.
- Ensure financial practices align with the SWFRS policies and regulatory requirements.
- Provision of professional advice and guidance to relevant stakeholders.
- To assist in the development of annual departmental plans and support the realisation of objectives.
- To complete statistical returns as necessary.
- Prepare management reports and information as required by the Head of Service and Senior Accountant.
- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- Comply with Contract Standing Orders (CSO), Financial Regulations, organisational policies, procedures and professional best practice.

## **STANDARD SERVICE REQUIREMENTS**

### **Organisational Values**

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values, always:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

