

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

<b>Department</b>	Finance & Procurement
<b>Post</b>	Financial Accountant
<b>Post No</b>	NU124
<b>Grade</b>	14
<b>Location</b>	FSHQ
<b>Responsible to</b>	Senior Accountant
<b>Responsible for</b>	Finance Technician Accountancy Assistant Finance Apprentice
<b>Responsibility for Physical Resources</b>	Finance, banking and payment systems
<b>Responsibility for Financial Resources</b>	Capital Budget Investment Plans Banking

**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.

This role is a blend of traditional capital and financial accounting, treasury, with specialised responsibilities relating to financial, banking and payment systems.

**Capital Accountancy**

- Develop and maintain capital investment plans including identifying funding sources and arrange the prioritisation of projects.
- Prepare and manage the annual capital budget, to include cost forecasts, schedules and coordinate with stakeholders to ensure alignment with strategic priorities.
- Monitor the implementation of capital projects, ensuring adherence to budgetary constraints, and provide regular information to stakeholders to assist decision making.

- Monitor budget performance and provide variance analysis in the preparation of regular Board level reports.
- Support the cyclical revaluation programme and organise the annual impairment review of assets in collaboration with internal property professionals.
- Conduct option appraisals to evaluate potential asset purchases, assessing financial viability, risks, and strategic alignment to ensure informed decision making.
- Maintain asset registers, control all changes i.e. acquisition, disposal, revaluation, and depreciation, and have oversight of the asset circulation process.

### **Treasury Operations**

- Maintain adequate liquidity to meet financial obligations, i.e. operational and capital funding needs.
- Arrange the investment of surplus funds in accordance with the Treasury Management Strategy and Scheme of Delegations.
- Assist in managing the debt portfolio, overseeing arrangements to monitor debt and interest payments.
- Responsible for the Services' banking arrangements, including contractual and relationship management.

### **Financial Accounting**

- Actively support the closure of accounts process and the preparation of the statutory statement of accounts by taking responsibility for the completion of relevant statements and disclosures contained within.
- Ensure compliance with relevant accounting standards (e.g. IFRS), regulations, and CIPFA Codes of practice.
- Co-ordinate with auditors during the statutory audit and completion of the internal audit plan to ensure compliance and successful opinions.
- Responsible for dealing with HMRC on aspects of VAT and tax, overseeing accurate completion of relevant returns within deadline.

### **System Duties**

- Responsible for the financial accounting system, ensuring functionality and integration with internal systems, i.e. payroll, procurement, banking and finance.
- Facilitate ongoing maintenance and support for users, liaise with system providers and internal stakeholders for effective upgrade, backup and security.
- Maintain the integrity of financial data within the system to include overseeing periodic routines and the chart of accounts reflects Service reporting requirements.
- Identify and evaluate opportunities to automate financial processes, i.e. reconciliation, reporting and transaction processing.
- Ensure the security and confidentiality of financial data, particularly sensitive information relating to banking and payment transactions.

## **Supervisory Duties**

- Assume supervisory responsibilities for the capital control team and to resolve operational and performance issues.
- Undertake annual Personal Reviews to ensure individual competency development supports the changing demands of a modern Fire and Rescue Service.
- Mentor the Finance Apprentice, liaise with approved training providers and devise internal training plan to support successful study outcomes.

## **General Duties**

- Maintain and enhance internal controls over capital budgeting, treasury operations, and investment activities to safeguard funds.
- Provision of appropriate professional advice and guidance to internal stakeholders.
- To represent the Service on relevant working groups and forums.
- Develop departmental communications and provision of statistical and performance led indicators.
- To complete statistical returns as necessary.
- To develop, support and review annual departmental plans, ensuring objectives are achieved.
- Prepare management reports and information as required by the Head of Service and Senior Accountant.

## **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

