



JOB DESCRIPTION

Job Title:	Deputy Head of Finance
Department:	Finance
Location:	Service Headquarters, Sadler Road, Winsford
Post Number:	To be allocated
Grade/Role:	SM2
Special Allowances:	None
Responsible to:	Head of Finance and Treasurer
Responsible for:	Principal Accountant (Reporting and Control); Principal Accountant (Planning and Business Partnering); Finance Officer

JOB PURPOSE

To lead and coordinate the operational delivery of the Finance Department, providing professional oversight of reporting and control, planning and business partnering, and finance operations. To support the Head of Finance and Treasurer in maintaining sound financial administration, resilient staff capability and affordable delivery of the Service's Community Risk Management Plan.

PRINCIPAL RESPONSIBILITIES

- 1 Lead the integrated Finance work programme, agreeing priorities, capacity, standards and the annual finance calendar with the Head of Finance and Treasurer.
- 2 Line manage the three Finance leads, setting objectives, reviewing performance, balancing workloads and developing resilient cover and succession.
- 3 Direct accounts preparation and recovery work, review material reconciliations and accounting judgements, and secure a clear audit trail from the ledger to the financial statements.
- 4 Quality-assure revenue and capital forecasts, the annual budget and medium-term financial plan, challenging assumptions, risks, service links and affordability.
- 5 Support reporting to senior leaders and Members through clear papers, reliable analysis, meeting attendance and representation within delegated authority.
- 6 Maintain the financial control framework, including authorisations, journals, reconciliations, access controls, segregation of duties and delivery of audit actions.
- 7 Oversee treasury, capital, taxation, pensions accounting and statutory returns, ensuring competent preparation, proportionate review and dependable cover.
- 8 Act as Finance business owner for TechnologyOne process and data improvement, agreeing priorities, testing changes and reconciling reports to source records.
- 9 Coordinate financial input to business cases, savings, benefits and value-for-money reviews so whole-life costs, risks and service consequences are visible.
- 10 Lead professional development, progression, coaching, knowledge transfer and supervised rotation across the Finance Department.
- 11 Manage agreed departmental budgets and commissioned support, monitoring staffing, training, progression and project costs within delegated authority.

- 12 Deputise for the Head of Finance and Treasurer on specified professional and management matters and, where separately nominated as Deputy Section 151 Officer, act in the Section 151 Officer's place during their absence or illness in accordance with the Authority's governance arrangements.

Core Responsibilities for Cheshire Fire Service Personnel

Personal Performance

To take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.

Personal Accountability

To manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.

Core Values and Behaviours

To encourage and promote the values of Cheshire Fire Authority and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty. Specifically:

- **Being Inclusive**
By acting fairly with integrity and respect and without prejudice.
- **Doing the right thing**
By holding each other to account for ensuring high standards of professionalism in everything we do.
- **Acting with compassion**
By being understanding and offering to help each other and to our communities with warmth, patience and kindness.
- **Making a Difference**
By making an impact in our organisation and in our communities in whatever way we can for as many people as we can.
- **NFCC Code of Ethics**

Putting our communities first
Integrity
Dignity and respect
Leadership
Equality, Diversity and Inclusion

Equality and Diversity

To promote, adhere to and implement the Service's Equality and Diversity Strategy/Policy and to work consistently to embed equality and diversity within the Service.

Health and Safety

To work in compliance with Service Health and Safety Policy to ensure that hazards are identified and risks assessed and controlled.

To be proactive in managing your personal health, safety and wellbeing and that of your colleagues.

Environment

To promote the Service's Environment Policy/Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

To work consistently to embed environmental considerations, energy efficiency and compliance with the Environment Management System (EMS) within the Service.

N.B.

Notwithstanding the detail in this job description, in accordance with the Cheshire Fire and Rescue Service's flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Cheshire Fire and Rescue Service.



PERSON SPECIFICATION

Job Title: Deputy Head of Finance

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL	DESIRABLE
Qualifications and experience: Recognised CCAB accountancy qualification, current professional membership and evidence of continuing professional development, meeting the qualification requirements applicable to a nominated Deputy Section 151 Officer.	X	
Qualifications and experience: Successful leadership of finance staff and delivery across reporting, planning and control in a public-sector setting.	X	
Qualifications and experience: Direct responsibility for financial statements or major elements of accounts closure, and effective work with external audit.	X	
Qualifications and experience: CIPFA qualification or substantial local-government or fire-authority finance experience.		X
Technical knowledge and skills: Practical command of public-sector accounting, budgeting, capital and treasury, and the ability to identify when specialist advice is required.	X	
Technical knowledge and skills: Ability to challenge forecasts, assess business cases and explain financial risk and affordability clearly to non-finance decision makers.	X	
Technical knowledge and skills: Experience of improving finance systems, data quality, controls and audit evidence, with sound segregation of duties.	X	
Technical knowledge and skills: TechnologyOne implementation or improvement experience; familiarity with governed Power BI reporting.		X
Personal competencies: Inclusive leadership, coaching and fair management of performance, workload and change.	X	
Personal competencies: Integrity, sound judgement, professional challenge and willingness to escalate concerns appropriately.	X	
Personal competencies: Clear written and verbal communication, with the ability to build effective relationships with staff, managers and Members.	X	
Personal competencies: Ability to deliver under competing deadlines while maintaining quality, staff wellbeing and accountability.	X	