



Cheshire

Fire & Rescue Service

JOB DESCRIPTION

Job Title:	Finance Assistant
Department:	Finance
Post Number:	F029
Location:	Sadler Road
Grade/Role:	Scale 4
Special Allowances:	None
Responsible to:	Finance Officer

JOB PURPOSE

To pay the Authority's creditors, raise its debtors, and to undertake a range of financial and administrative tasks to contribute to the provision of financial services for the Authority, including support in respect of purchasing, ordering and receipting of goods.

PRINCIPAL RESPONSIBILITIES

1. Process all invoices payable in accordance with agreed procedures and timescales. Review invoices for approval when they do not match purchase orders, investigating discrepancies to enable correct payments to be made.
2. Raise all invoices receivable in accordance with agreed procedures and timescales and maintain all data relating to debtors.
3. Liaise with debtors, creditors, and Authority officers as necessary to help to deal with queries and disputes, to include collection of debt in line with agreed procedures.
4. Ensure that all information relating to the Authority's Construction Industry Scheme is up to date and properly recorded, and complete necessary returns.
5. Carry out all banking activities, including receiving, receipting, and recording income, and banking income in a timely manner.
6. Support the Finance Officer with the completion of all financial reconciliations.
7. Regularly reconcile and process for payment all imprest claims, maintain all signatories, and administer the HQ imprest.
8. Produce reports and management control information to support other members of the Finance team, using spreadsheets.
9. Act as first point of contact for the Finance team for telephone queries and visitors to the department.

10. Manage, organise, and update relevant data using database applications to include adding, removing, and maintaining supplier information, and the completion and submission of credit application forms.
11. Liaise with suppliers and Authority officers as necessary to help to deal with queries and dispute with regards to requisitions, orders, and invoices. Obtain quotations where necessary in accordance with Financial Regulations and provide an analysis of bids received to enable managers to make informed decisions.
12. Prepare and review requisitions in line with Financial Regulations and review and monitor open purchase orders; expediting delivery as necessary. Ensure that Fire Authority staff are kept up to date with delivery dates and order progress, that goods have been properly receipted in the purchasing system and obsolete orders are closed.
13. Assist in compiling product information and comparison of prices and quality.
14. Maintain and manage Finance Department filing systems and carry out other routine administrative tasks, including dealing with mail for the department.

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

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: Finance Assistant

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL	DESIRABLE
<u>Qualifications/Experience</u> GCSE Maths to Grade C minimum A Level education or equivalent Finance experience Experience of working in a financial environment Experience of working to deadlines Experience of creditors and debtors	* * * *	
<u>Knowledge & Skills</u> Some knowledge of basic purchasing principles. Use of spreadsheets High level of ICT literacy.	* *	*
<u>Personal Competencies</u> Excellent interpersonal and relationship management skills. Good communication skills, written and verbal	* *	