



JOB DESCRIPTION

Job Title:	Accountant
Department:	Finance
Location:	Sadler Road, Winsford
Post Number:	
Grade/Role:	PM1
Special Allowances:	None
Responsible to:	Finance Manager

JOB PURPOSE

To assist the Principal Accountant and Head of Finance in delivering a high-quality financial service, including the provision of management accounting information, the production of statutory accounts, the preparation of the Medium Term Financial Plan and the budget, and treasury management.

PRINCIPAL RESPONSIBILITIES

- 1 Prepare, in conjunction with Senior Managers, estimates and budgets in accordance with the budget guidelines and timetable for presentation to the Fire Authority.
- 2 Prepare significant elements of the Authority's statutory accounts including liaising with Auditors, the Head of Finance and the Principal Accountant.
- 3 Supervise the preparation of statutory and non-statutory returns (including VAT and other tax returns and Freedom of Information requests) for stakeholders and other interested parties, maintain information in relation to the transparency agenda and Performance Indicators, and deal with NFI queries.
- 4 Provide financial management information and advice to managers and members of the Fire Authority and work with managers to ensure that they are empowered to properly manage their budgets.
- 5 Design and provide financial training and advice on systems, controls and procedures to help to continuously improve the standard of financial management and to ensure that the financial activities of the Authority are robust and efficient.
- 6 Represent the Finance Department at multi-disciplinary projects and internal and external meetings ensuring that the financial implications of decisions or proposals are fully considered.
- 7 Supervise the preparation of cash flow forecasts and manage cash and other treasury activity on a day to day basis in conjunction with the Authority's Treasury Management provider.
- 8 Be responsible for the maintenance of the Authority's Asset Register.
- 9 Provide leadership and management to finance team members in accordance with the team structure.
- 10 Liaise with the Internal Auditors as necessary, providing information and explanation in support of the completion of the Internal Audit program.

- 11 Act as the department's risk champion.
- 12 Provide support and assistance to the Fleet Manager in relation to the Authority's car leasing scheme and supervise the completion of the Authority's P11d tax returns.
- 13 Work with members of the Finance and ICT teams to ensure that the financial ledger system and its associated modules are working effectively.

Core Responsibilities for Cheshire Fire & Rescue 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.

Equality, Diversity and Inclusion

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

Safeguarding

To promote, adhere to and implement the Service's Safeguarding Strategy/Policy and to work consistently to embed Safeguarding 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.

Document Control	Date of Creation:	
Version	Date	Amended (Initials) by
1.1	August 23	PV
1.2	May 2025	AV
1.3	July 2025	AF



PERSON SPECIFICATION

Job Title: Accountant

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL	DESIRABLE
Fully Qualified CCAB Accountant (ICAEW, ACCA, CIPFA, ICAS and Chartered Accountants Ireland)	*	
Experience of working with operational managers on preparing and managing budgets	*	
Recent experience of working on final accounts, preferably Local Authority	*	
Working knowledge of the Local Authority financial regime		*
Experience of working with large financial ledger systems	*	
Experience of working to deadlines	*	
Experience of cash flow forecasting	*	
Experience of management in a financial environment		*
Experience of risk management in a financial environment		*
<u>Knowledge & Skills</u>		
Knowledge of VAT and other Taxation	*	
Use of complex spreadsheets	*	
Use of other Microsoft Office products	*	
<u>Personal Competencies</u>		
Results oriented with a proactive work ethic	*	
Resilient	*	
Leadership skills		*