



JOB DESCRIPTION

Job Title:	Principal Accountant
Department:	Finance
Location:	Training Centre, Sadler Road
Post Number:	F023
Grade/Role:	PM3
Special Allowances:	N/A
Responsible to:	Head of Finance and Treasurer

JOB PURPOSE

To support the Head of Finance and Treasurer in advising the Authority, Principal Officers and Senior Officers on strategic and tactical financial issues; to manage the provision of a wide range of financial services to the Authority; to deputise for the Head of Finance and Treasurer, where necessary, on financial matters; and to act as a Senior Corporate Manager within the organisation.

PRINCIPAL RESPONSIBILITIES

- 1 Manage, motivate and develop the Finance Team to ensure that the Authority receives a quality, customer focused, financial service, to include providing management accounting information in accordance with the Authority's budget management processes; leading on the production of the statutory accounts; assisting in the preparation of the Medium Term Financial Plan and the budget; leading on the provision of treasury management activities; and ensuring that financial returns are completed on time and accurately.
- 2 Provide advice and support to the Head of Finance and Treasurer, and Service Managers in dealing with strategic policy issues affecting financial developments across the Service's activities to ensure there is a holistic approach to finance which links directly back to corporate plans and performance management.
- 3 Provide advice and support on the management and effectiveness of the Authority's financial systems, to ensure robust control systems are in place which safeguard the Service's assets and ensure reliable management information for decision making.
- 4 Fully evaluate new initiatives to ensure that the Authority and Service Managers are fully informed of financial implications when deciding on new or changed service delivery arrangements and that value for money is achieved.
- 5 Investigate and highlight inefficiencies, irregularities and budget variances to facilitate improved service delivery and performance management.
- 6 Provide training and support to non-financial managers to ensure that financial

systems, policies and regulations are effectively implemented.

- 7 Represent the Finance Department at multi-disciplinary projects, and internal and external meetings, ensuring that financial implications of decisions or proposals are fully considered.
- 8 Support the Head of Finance and Treasurer in managing the relationship with External and Internal Auditors, and other Finance Department partners.
- 9 Deputise for the Head of Finance and Treasurer, where necessary, on financial matters, and to act as a Senior Corporate Manager within the organisation.

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.

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Version	Date	Amended by (Initials)
1.0	August 23	PV



PERSON SPECIFICATION

Job Title: PRINCIPAL ACCOUNTANT

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL	DESIRABLE
<p><u>Qualifications I Experience</u></p> <p>Professional accounting qualification</p> <p>Degree or equivalent Formal Management Training</p> <p>Proven track record in financial and staff management at a senior level.</p>	<p>*</p> <p>*</p> <p>*</p>	<p>*</p>
<p><u>Knowledge and Skills</u></p> <p>In depth technical knowledge and understanding of local government finance and accounting practice</p> <p>Ability to interpret and present financial data, statistics / and trends in a meaningful way</p> <p>Analytical, ability to research and appraise and evaluate/ financial and strategic issues and options</p> <p>Demonstrable problem-solving skills</p> <p>IT literate</p> <p><u>Personal Competencies</u></p> <p>Self-motivated and able to influence and motivate others.</p> <p>Good communicator</p> <p>Flexible attitude</p> <p>Logical thinker who pays attention to detail</p> <p>Sound influencing and networking skills</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>*</p>

Positive attitude to change and innovation	*	
Highly developed political awareness		*
Resilience under pressure	*	