

Gwasanaeth Tân ac Achub Gogledd Cymru North Wales Fire and Rescue Service

JOB DESCRIPTION

POST TITLE	Head of Finance	POST REF	A119
DEPARTMENT	Finance	DATE	November 2018
REPORTS TO	Assistant Chief Officer	SALARY GRADE	NWFS 11
LOCATION	Headquarters, St Asaph	HOURS PER WEEK	37

OVERALL JOB PURPOSE

As part of the Senior Management Team of the Service, the post holder will provide leadership in developing and delivering the financial strategy ensuring value for money in the use of public funds.

The post holder is responsible for the Service's finance function, providing leadership to and managing the team in the delivery of an effective finance function. Duties include internal and external reporting, budget setting and management, financial governance, external regulation, overseeing the delivery of financial services by external partners and promoting service improvement where possible. The post holder will also act as the lead co-ordinator for procurement across the Service.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1.	Ensure the Authority is compliant with current finance legislation and all finance policies and procedures are up to date and adhered to.
2.	To act as the key liaison officer in the preparation of the North Wales Fire and Rescue Authority accounts by the external Financial Services provider.
3.	Responsible for the collation and approval by members of the Annual Governance Statement and Pay Policy Statement.
4.	Undertake monthly and quarterly budget management monitoring and agree with budget managers any actions necessary to address variances.
5.	Collation and reporting of the Service's financial performance for internal and external reporting including responding to requests from external auditors, HMRC, partner agencies and the Welsh Government.
6.	Responsibility for ensuring all payments are timely and in accordance with financial policies and standing orders as well as Service objectives.
7.	Management of the provision and maintenance of payroll services for the Service in liaison with the Authority's Treasurer. Responsibility for ensuring payment of salaries and wages are made in a timely and accurate manner and in accordance with Conditions of Service.

PRINCIPAL DUTIES AND RESPONSIBILITIES

8.	To ensure financial support services are provided in a timely, efficient and cost effective manner including the day to day management and review of the external Financial Services contract.
9.	Membership of Service policy setting forums playing a key role in the development and maintenance of Service policies. Development and maintenance of Service policies appertaining to the Finance function.
10.	Play a lead role in strategic financial and business planning ensuring that the medium term planning of the Authority is carried out effectively.
11.	To advise, plan and develop the Authority's annual budget plan in accordance with relevant legislation and policies. To prepare and monitor budgets for all NWF&RS activities in conjunction with Heads of Departments.
12.	Present timely advice and financial reports to the Executive Group to facilitate key decisions and decision making processes, as well as ensuring that management decisions are made with full regard to financial policies and financial standing orders
13.	Membership of COAT and Senior Managers team, communication channel which translates strategic direction into cross departmental actions.
14.	Producing, reviewing and analysing financial information to support decision making by the senior management teams.
15.	To provide leadership, management and training to the Finance department and Fire Authority Members, ensuring that individuals are well informed, motivated and operate effectively to deliver the financial services to a high standard.
16.	Continually seek to improve the efficiency and effectiveness of the Finance department through development of better and more effective financial systems.
17.	Responsibility for exercising the Business Continuity Management arrangements of the department, ensuring that critical activities are carried out during a disruptive event and normal departmental functions are restored as soon as possible.
18.	Lead officer within the Service for Procurement; ensuring internal policies are compliant with public sector procurement legislation, providing guidance to personnel across the Service, acting as a liaison between the Service and the external procurement advisors and maintaining a corporate contracts register.
19.	Provider lead officer support to Audit Committee and Local Pension Board.
20.	Health and Safety Project Delivery Group; responsible for Health, Safety and Wellbeing of the Finance department undertaking risk assessments and engaging with staff on all issues highlighted within project meetings.
21.	Adhere to all NWF&RS policies and procedures.
22.	The post holder may be required to undertake additional or other duties as necessary to meet the needs of the Service.

SUPERVISORY RESPONSIBILITY

Payroll Manager
Deputy Finance Manager
Finance Assistant
Estates Assistant
Finance Officer
Payroll and Finance Officer
Payroll Assistant

FINANCIAL RESPONSIBILITY

Over £500,000

CONTACTS OUTSIDE OWN SECTION

Principal Officers
Budget Managers
Fire Authority
Welsh Government
Other Emergency Services
Local Authorities
Local Government Advisers
Legal advisers (finance and pension queries)
HMRC

LANGUAGE REQUIREMENTS

The ability to communicate in Welsh - Level 2 - requires that you can;
Understand the gist of conversations in work. Respond to simple job-related requests and requests for factual information. Ask simple questions and understand simple responses. Express opinions in a limited way as long as the topic is familiar. Understand instructions when simple language is used.

EMPLOYMENT CHECKS / SPECIFIC REQUIREMENTS

Basic DBS

MANDATORY TRAINING

None

OTHER

Ability to drive

PERSON SPECIFICATION
Assessment for recruitment requirements and competencies

POST TITLE	Head of Finance
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QUALIFICATIONS, KNOWLEDGE, EXPERIENCE	ESSENTIAL
	The qualities without which a post holder could not be appointed
	<ul style="list-style-type: none"> • CCAB fully qualified or part qualified but with extensive experience. • Experience of managing a team of staff. • Knowledge of pay legislation. • Good interpersonal skills both written and verbal.
	DESIRABLE Extra qualities which can be used to choose between candidates who meet all the essential criteria
	<ul style="list-style-type: none"> • Experience of project management.

SKILLS	ESSENTIAL
	The qualities without which a post holder could not be appointed
	<ul style="list-style-type: none"> • Well organised with an appreciation of the importance of forward planning. • Must be able to work to strict deadlines and under pressure. • High level of professional integrity and discretion. • Self-motivated and work from own initiative. • Able to prioritise competing demands and to delegate. • Ability to develop practical solutions to problems whilst balancing multiple issues and priorities appropriately. • Able to demonstrate strong analytical, organisational and documentation skills. • Computer literate. • Good communication skills both written and verbal; ability to deal with colleagues of all levels. • A current valid driving licence and the ability and willingness to travel both inside and outside the Service area as and when required.
	DESIRABLE Extra qualities which can be used to choose between candidates who meet all the essential criteria
	<ul style="list-style-type: none"> • None