



<b>Job Title:</b> Assistant Finance Business Partner	<b>Directorate:</b> Corporate Services <b>Unit:</b> Finance
<b>Post No:</b> 3017	<b>Grade:</b> H9

## 1. Job Purpose

- 1.1 To assist the Finance Business Partners and Finance Team with accurate financial reporting, accounting, policy and budget review activities, ensuring completion of tasks, such as business cases and supporting the year-end Statutory Accounts, within statutory and organisational deadlines. Ensure compliance with financial procedures and policies. Identify potential issues and escalate to Finance Business Partners appropriate.
- 1.2 Under the supervision of the Finance Business Partners, to support with financial monitoring, budgeting, reporting and forecasting of the devolved budgets across the service.
- 1.3 To adopt a Business Partnering approach, building relationships and rapport, working in collaboration with a range of internal and external audience to design and develop targeted communications which supports our organisational vision and is aligned to our Service values.
- 1.4 To represent the Finance Team where required and to support organisational strategy with provision of finance information to enable managers to work through issues and proposals with financial implication.

## 2. Background and Scope

- 2.1. AF&RS delivers a wide range of fire, rescue and community safety services across our geographic area, serving a residential population of more than one million people, with an annual budget in excess of £50 million. AF&RS has 21 operational fire stations and employs over 800 members of made up of whole time and on-call firefighters, control and Corporate Services staff.
- 2.2. Avon Fire Authority (AFA) is responsible for making sure that the Service performs well and demonstrates good value for money. It is a locally accountable body made up of elected members from the unitary authorities of Bath and North East Somerset, Bristol, North Somerset and South Gloucestershire.
- 2.3. Finance is part of the Corporate Services Directorate.

## 3. Duties and responsibilities

- 3.1 Responsible for providing advice and assistance relating to budgetary and accounting issues, as directed, to include:

- Supporting preparation of estimates and accounts, including related day to day duties and budgetary control and budget monitoring, on a Directorate and Department basis, providing support to the wider Finance team as necessary;
- Supporting the Finance Business Partners with the development of Business Cases.
- preparing statistical information, claims, returns, publications, station performance etc., carrying out associated research as required;
- Preparing month end and year-end accruals and prepayments
- Day-to-day duties concerning financial systems and leases;
- reconciliation of bank accounts, Balance Sheet control and other accounts;
- Supporting the Finance Team with the completion of the year-end Statutory Accounts.
- keeping abreast of and responding to current and emerging legislation and notifying other team members as appropriate.

- 3.2 Assist with drafting reports and attending meetings with Service Managers to ensure that decisions are taken in the light of full and accurate financial information.
- 3.3 Where necessary, assist in the development of budgeting tools and training to aid the support of the devolved budgeting across the Fire and Rescue service.
- 3.4 Working alongside the Finance Business Partners, offer assistance with the delivery of financial data and further insight to various stakeholders across the business.
- 3.5 Assist in the implementation of improved financial systems, related I.T. systems and administrative processes, to ensure efficient and effective accounting arrangements in accordance with the Head of Finance, Treasurer, Director of Corporate Services, audit requirements and organisational needs.
- 3.6 As a member of the Finance Team, provide assistance, cover and technical support to colleagues to ensure statutory and other deadlines are met and timely, accurate and appropriate information is provided to internal stakeholders and external parties, e.g. Procurement, budget managers and internal and external auditors.
- 3.7 Process Budget Adjustments, and update and reconcile reserves within the agreed budgetary framework.
- 3.8 Carry out any other duties as may reasonably be required in relation to a post of this nature.

#### **4. Supervision and work planning**

- 4.1 Whilst providing technical/professional financial support to the Head of Finance, the Treasurer or to the Director of Corporate Services, as directed, you will be expected to use initiative in ensuring day to day accounting, budgetary control and financial system requirements are met. You will report to a Finance

Business Partner who will provide supervision and guidance, and you will support other members of the team, including the Financial Accountant and Payroll Officer to help achieve financial and payroll administration deadlines.

## **5. Qualifications & Experience**

### **Essential Criteria**

A good understanding of accounting; either through experience of working in an accountancy department, or through a diploma or degree which incorporates accounting as a core module.

Knowledge and experience of Windows applications and use of spreadsheets (preferably MS Excel) at an advanced level are essential.

Able to operate within approved policies and procedures, ensuring the organisation adheres to all legislative regulations relating to financial matters.

Proven organisational skills and able to work well under pressure, with the ability to prioritise, work to deadlines and manage time effectively without supervision.

Able to communicate effectively at all levels internally and externally.

Proven ability to use own initiative and work as a team player.

## **6. Special Notes or Conditions**

- The role is based at the Police and Fire Headquarters in Portishead and your duties may also involve travel to other sites and areas. Therefore you will need a current driving licence or ability to arrange suitable alternative transport.
- Although based at a specific location, for efficiency we may require you to work from any base within the Service area for which we will pay allowances where appropriate.
- Your role may involve you dealing with highly confidential and sensitive information. It is essential that you ensure this information is held and processed securely and that you act with tact and discretion at all times and comply with the General Data Protection Requirement (GDPR). Confidentiality must be maintained, even after leaving this post or AF&RS' employment.
- AF&RS branded clothing is not required or provided for this role day to day but there may be times (for example when representing the Service externally) that you are required to wear clothing suitable to the type of work you are undertaking. This may include AF&RS branded, corporate clothing and protective clothing as deemed appropriate by your line manager.
- You must ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.

- AF&RS requires all staff and leaders to promote equality and diversity by:
  - ensuring that, both in your dealings with other employees and with members of the public, you comply with all aspects of the Service’s Equality Policy and legislation that outlaws discrimination; treating members of the public and other AF&RS staff with respect, dignity and in line with the expectations determined by our Service values at all times; and taking action on witnessing an act that could be considered discrimination or harassment, challenging it and/or raising with managers.

<p><b>For the use of the HR Unit only:</b></p> <p>Date approved: 15 August 2021</p> <p>Date effective: 15 August 2021</p>	<p><b>To be signed by postholder:</b></p> <p>Received:</p> <p>Date:</p>
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