



JOB TITLE:	Finance Officer
SALARY GRADE:	Grade 8
JE REFERENCE:	A58
DIRECTORATE:	Finance
TEAM:	Accounting Team
LOCATION OF WORK:	Service Headquarters
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	Management Accountant

LEADERSHIP BEHAVIOUR LEVEL:	Leading Yourself
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MAIN JOB PURPOSE

To provide cost centre administration on the Authority's Finances. Assist the Management Accountant on budget planning and monitoring expenditure in particular employee budgets and employee expenditure. Provide support in the maintenance of FMIS / Payroll and eProcurement applications.

The post holder will be committed to, encourage and promote the values of MFRS, the National Core Code of Ethics for Fire & Rescue Services, and act in accordance with our Ground Rules.

KEY AREAS OF RESPONSIBILITY

1. To monitor and ensure approved income and expenditure is within allocated budget and that Financial Regulations and Contract Standing Orders are adhered to. Including the processing of virements, actual and budget journals. Responsible for identifying and investigating cost centre variances and recommending courses of action to address these variance to budget managers.
2. To keep the payroll database and the employee structures up to date with employee movements and structure changes. Perform monthly non-uniformed payroll reconciliation matching payroll payments against employee structures. Making amendments following the issuing of position statements and liaising with HR to ensure the Resource Link is updated in a timely fashion. Regular payroll verification exercises and liaising with budget managers to take any corrective action required.
3. Assist in the annual preparation of revenue budgets and update the relevant budgets to reflect any approved amendments. Monitoring and re-aligning centrally calculated budgets and identifying any inflationary requirements. Responsible for quarterly variance analysis identifying and investigating any material variances, taking appropriate action with relevant budget managers to address any issues and reporting any unresolved issues to the appropriate head of service and Head of Finance.
4. To cover for the Accounting Assistant in their absence, allocating payments received and expected ensuring reminders aren't chased in error, notifying Treasury management of payments and answering ad-hoc queries relating to the capital budget and expenditure.
5. To attend, alongside management or independently monthly budget / finance meetings addressing budget managers concerns and assisting them with their queries.
6. Responsible for ensuring month end Position Statements and other reports including forecasts of income and expenditure are issued by the prescribed deadline via Business Objects Report Scheduler.
7. Providing ongoing support and guidance to budget managers, answering ad hoc queries and creating reports on demand in reference to budgeted expenditure / income and actual expenditure/income tailored to individuals business needs.
8. Responsible for maintaining details of authorised signatories/approvers and their levels of authority and ensuring user profiles are amended accordingly in the event of a change in level of authorisation. To provide

support as and when directed by the Management Accountant to the FMIS Manager in maintaining user profiles, problem solving and database manipulation via SQL within the FMIS / Payroll / eProcurement applications.

9. Responsible for training in finance, eProcurement and budgetary control to both finance and non-finance staff at all levels of the organisation, including staff who are seconded in who have minimal knowledge of the organisations policies and procedures or financial regulations.
10. Working with the Head of Finance to identify and validate any proposed saving options, agreeing these with the respective budget managers and monitoring future expenditure to ensure efficiencies are realised and identifying growth or inflationary requirements.
11. To provide separate monitoring systems for externally funded cost centres. Liaising with Home Office, DIFD, DEFRA and other external partners to ensure income and expenditure is achieved according to conditions of the funding agreements. Ensure correct allocation of budgets, monitoring grant receipts and expenditure and providing information for appropriate claims to be made by the required deadlines. Monitoring allocated budgets and ensuring variances are identified to the appropriate budget managers and funding bodies as required.
12. Advising Finance Managers on areas of risk and providing advice on the implementation of control measures. To liaise with internal audit and MFRS budget managers on the internal audit timetable and requirements. Providing auditors with any evidence required.
13. Working largely unsupervised to ensure deadlines are met for period end, year end and to assist in the production of annual budget statements and production of final accounts. Including ensuring grant submission documents are provided in accordance with the terms of the grant.

Any other duties of a similar nature as directed.

VALUES, BEHAVIOURS AND CODE OF ETHICS

As detailed in the Authority's CRMP, the Leadership Message clearly states our Values.

We serve with **Courage**

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

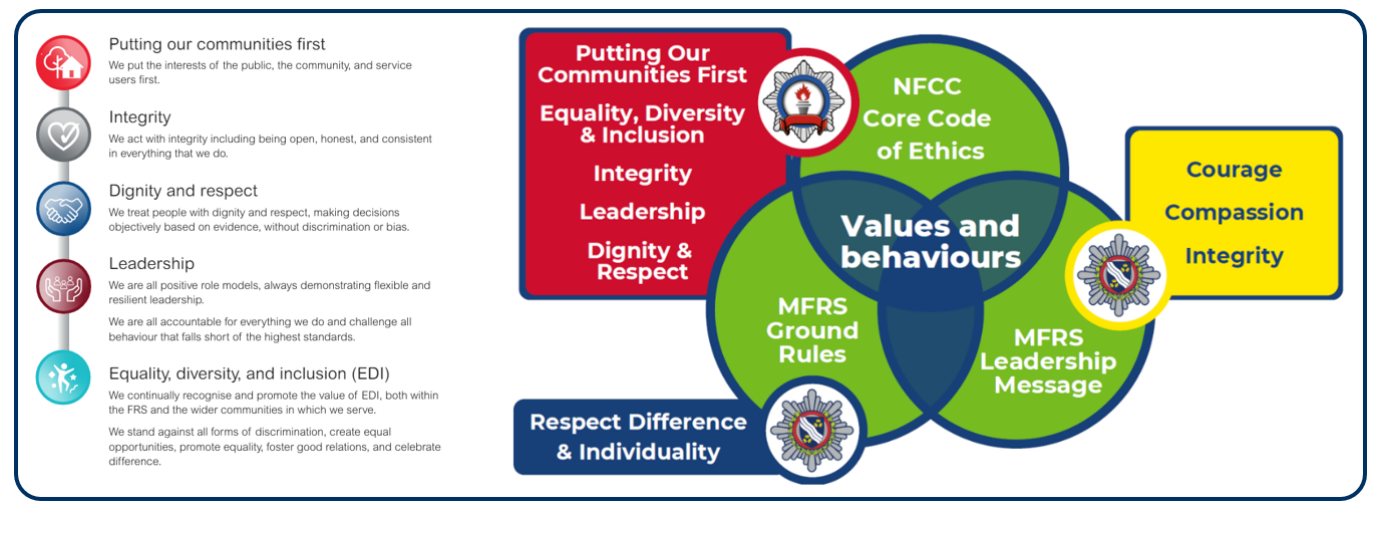
We serve with **Integrity**

- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with **Compassion**

- By acting with empathy and kindness
- By actively listening - hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADERSHIP BEHAVIOURS

LEADING YOURSELF

Personal Impact	I demonstrate Service values and behaviours.	I value inclusion and set a positive example to others.	I reflect on my own strengths and see the strengths of others (using colours).
Outstanding Leadership	I am an ambassador for the Service, taking pride and responsibility for the work we do and encouraging others to do the same.	I take responsibility and accountability for the quality of my own work.	I role model proactively, learning new skills and behaviours.
Service Delivery	I find out about my local community risks & associated behaviours to ensure we are offering the best service.	I plan ahead and prioritise my work, managing my time effectively to get things done.	I work to foster trust with others & build constructive working relationships to achieve goals.
Org. Effectiveness	I know what the key organisational goals are and how I contribute.	I work within the organisation's policies, procedures and processes.	I continuously seek to improve my performance & share my ideas.

Date job profile prepared / revised:

May 2024 N. Bushell/S.Nugent

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



Job Title:	Finance Officer	Team:	Accounting Team
Salary:	Grade 8	Directorate:	Finance & Procurement
JE Reference:	A58		

QUALIFICATIONS & TRAINING		ESSENTIAL/DESIRABLE	ASSESSED BY
	Part qualified accountant or qualified Association of Accounting Technicians (A.A.T.)	E	PD
	High standard of numeracy and literacy i.e. G.C.S.E.s in Mathematics and English.	E	PD
KNOWLEDGE & EXPERIENCE		ESSENTIAL/DESIRABLE	ASSESSED BY
	Knowledge of relevant Finance Legislation and Codes of Practice.	D	A&I
	Knowledge of Integrated Finance, Procurement applications and contract standing orders.	D	A&I
	Experience in the use of a financial accounting application.	E	A&I
	Experience in the use of financial reporting software.	E	A&I
	Experience of working as part of a team within a financial environment.	E	A&I
	Proven ability to work accurately to tight deadlines	E	A&I
	Direct experience of monitoring and reporting on financial performance.	E	A&I
	Experience of Local Authority Finance.	D	A&I
	Experience of efinancials and eProcurement applications.	D	A&I
	Experience of Business Objects and Business Objects Report Scheduler.	D	A&I
SKILLS & ABILITIES		ESSENTIAL/DESIRABLE	ASSESSED BY
	Excellent interpersonal skills with the ability to communicate effectively both verbally and in writing with a wide range of people in a clear and accurate manner.	E	A&I
	The ability to exchange complicated and sensitive information both verbally and in writing in a professional and confidential manner.	E	A&I
	Ability to work to deadlines, which are occasionally subject to conflicting demands.	E	A&I
	Ability to prioritise workloads.	E	A&I
	Good advisory and guidance skills.	E	A&I
	Strong analytical problem-solving skills.	E	A&I
	Advanced use of Microsoft packages including Word and Excel.	E	A&I
WORK RELATED CIRCUMSTANCES		ESSENTIAL/DESIRABLE	ASSESSED BY
	A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.	E	A & I
	Meet the medical and fitness standard required for the role	E	MFRS
	Disclosure Barring Service check verification of unspent criminal records will be undertaken in the in the form of a standard disclosure barring service check	E	MFRS

A	Application	I	Interview	PD	Produce Documentation	MFRS	If successful & conditionally offered the role, MFRS will facilitate
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