

# ROYAL BERKSHIRE

## FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

<b>Job Title</b>	Senior Accountant					
<b>Post Reference</b>	CCF FINPROC SNR ACC	<b>Temporary/Permanent</b>				
<b>Grade</b>	6	<b>Hours</b>	37 hours per week (flexible)			
<b>Reports to:</b>	Deputy Head of Finance and Procurement					
<b>Line Management Responsibilities</b> (Direct and Indirect)	None					
<b>Directorate/Department</b>	Corporate Services / Finance and Procurement					
<b>Location</b>	Newsham Court					
<b>Politically Restricted</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input checked="" type="checkbox"/>				
<b>Level of DBS Check Required</b>	<input checked="" type="checkbox"/> <b>Standard</b> <input type="checkbox"/> <b>Enhanced</b> <input type="checkbox"/> <b>Enhanced (with barred Child)</b> <input type="checkbox"/> <b>Enhanced (with barred Adult)</b>					
<b>Safeguarding Level Required</b>	<input checked="" type="checkbox"/> <b>Level 1</b> <input type="checkbox"/> <b>Level 2</b>					
<b>Main Purpose of the Job</b>						
<p>To give specific assurance to the Head of Finance and Procurement that the Service's finances are accounted for consistent with the current statutory, regularity and operational frameworks.</p> <p>To produce the Authority's statutory accounts by using best practice project management methodologies.</p> <p>To take the lead responsibility for the provision of specialist technical advice in all aspects of the Service's accounting framework in support of the strategic and corporate objectives of the organisation</p> <p>Deliver accounting advice for the whole organisation, ensuring compliance with the Authority's Financial Regulations.</p> <p>Support in the development of cost centre budgets and the budget build-up of high-profile capital, ensuring key operational requirements are met.</p>						

To be responsible for securing the highest standards of accounting practice service-wide and to interpret the implications of legislation and regulation, ensuring their successful delivery.

To initiate and monitor changes to accounting procedures and financial controls, to ensure financial probity and the integrity of corporate financial information.

To contribute to the preparation and production of the Annual Statement of Accounts in accordance with statutory regulations and CIPFA Codes of Accounting Practice.

To account for any partnerships, shared services or subsidiaries including TVFCS.

To challenge existing processes and recommend change so that the service is well placed to prepare and publish its Annual Statement of Accounts consistent with the prompter reporting demands of the Whole Government Accounts initiative.

Proactively identify opportunities for efficiency, sharing or alternative delivery models and escalate these through the appropriate management structures.

Maintain oversight of key corporate objectives and strategic commitments to ensure that key projects are delivered within budget.

To take responsibility for developing working practices and maintaining accounting procedures designed to ensure that the External Auditors are well placed to issue an unqualified opinion

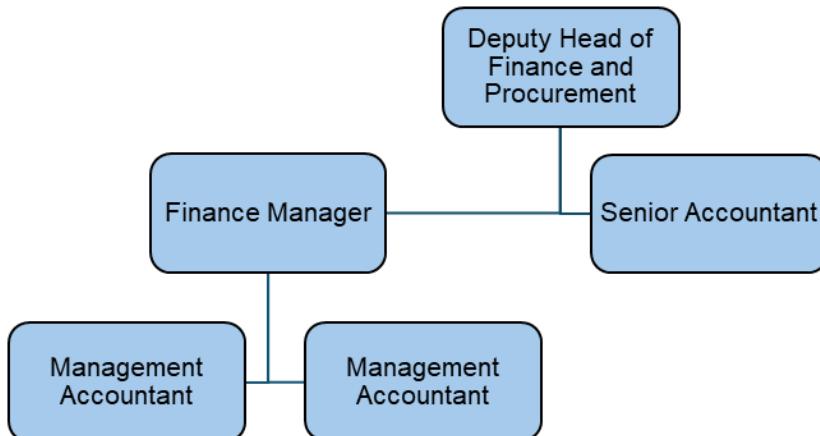
Maintain effective communications using a range of communication tools and contribute to procurement consultations with managers, staff and stakeholders.

Ensure all financial needs of the organisation are met through an appropriate suite of reports that are available in real time to cost centre managers and to the Senior Leadership Team.

Provide budgeting advice to the Senior Leadership Team and Members as part of the quarterly budget monitoring cycle.

Attend external and internal Fire Authority meetings and Senior Leadership meetings when required to present Finance papers.

## Organisational Structure



## Key responsibilities and Deliverables

Reports to the Deputy Head of Finance and Procurement who will provide general direction to the post-holder.

The small size of the Finance function means that the post-holders need to be very flexible and work with high levels of autonomy to meet the requirements of an independent Fire Authority.

Contribute to the financial management of the Royal Berkshire Fire and Rescue Service's revenue and capital budgets.

Contribute to ongoing liaisons with cost centre managers of all Directorates, internal and external auditors, contractors and suppliers of financial services.

Ensure public money is safeguarded at all times, including being used appropriately, economically, efficiently and effectively through actively promoting financial literacy.

Ensure the department fosters positive and honest relationships with staff, customers, members and other department.

It will be necessary for the post-holder to maintain membership of an appropriate CCAB body as required by Section 113 of the 1988 Local Government Finance Act.

Ensure the probity and integrity of financial management in RBFRS within the statutory and constitutional framework.

Produce timely & accurate management information and consolidate budget and business information for the Authority. Account for any subsidiaries, joint ventures, shared services and collaborative arrangements.

Deputise for the Deputy Head of Finance and Procurement to provide a wide range of accountancy support including the preparation of budgets, budgetary control and monitoring, closedown procedures and financial advice to managers and budget holders and others across the organisation.

# ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

Contribute to the consolidation of RBFRS's year-end accounts and ensure the Statements are compliant with accounting standards

Address any inaccuracies or differences regarding source data to ensure accuracy, quality and completeness of all incoming data for statutory returns.

Ensure there are effective systems and financial controls in place.

Provide general financial advice and guidance to senior officers, working groups and budget holders.

Effectively challenge (in a customer-focused way) heads of service and budget holders with regards to financial management. To provide heads of service and budget holders with additional strategic planning and analysis.

To be responsible for the pension accounts, keeping up to date with technical and accounting requirements. To ensure appropriate reconciliations are in place, which demonstrate sound financial management practices, and meet the requirements of the Home Office and auditors.

Ensure there is effective financial risk management in RBFRS.

To support the organisation in maximising commercial revenues and be responsible for the accounting and budgeting of any subsidiaries, shared services and collaborative arrangements.

Undertake benchmarking analysis, profitability analysis, and value and cost driver analysis.

To support the development of departmental business plans and budget plans.

Ensure the Service is compliant in relation to tax matters, including VAT and CIS returns as well as direct tax and pension tax regulations.

## Person Specification

Qualifications and training	On recruitment	After Training
CCAB or Part Qualified with over 5 years Accounting Experience, Including a minimum of 2 years Senior Accounting responsibilities & Financial Reporting responsibilities	X	
Knowledge, skills and experience	On recruitment	After Training
Excellent written communication skills with the ability to produce Financial policies, procedures and reports.	X	
Oral communication skills to provide advice and present complex financial information clearly to non-financial managers/senior management, elected members and other stakeholders.	X	
Extensive experience in strategic planning and financial planning within a complex organisational environment.	X	
Ability to translate complex policy issues into financial reality.	X	

# ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

Ability to interpret new financial legislation and apply it appropriately to a large organisation.	X	
Competent in ICT applications specific to finance related disciplines.	X	
Knowledge of accountancy practices in a public sector environment.	X	
Knowledge of statutory and regulatory framework within the range or responsibilities of the role.	X	
Understanding and awareness of the sensitive nature of a political environment.	X	
Knowledge of accountancy practices in local government and ideally for a Fire Authority.	X	
Understanding and awareness of VAT regulations and reporting.	X	
Knowledge of accounting and funding arrangements for Fire Fighter pensions.		X
Experience in preparation and submission of final accounts.	X	
Experience of budget setting and monitoring substantial budgets within a challenging public sector financial environment	X	
Substantial accounting experience in a diverse and complex organisation.	X	
Experience of revenue and capital accounting in a Local Authority environment, ideally for a Fire Authority.	X	

## Other Requirements

Ability to travel to other locations within the county of Berkshire

Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.

## RBFRS Behaviours

The Behavioural Competency Framework outlines the standards that we already hold ourselves to and sets out the behaviours that are associated with our core values. These have been divided into three levels in the organisation based on the role an individual is performing - Leading Self, Leading Others and Leading the Service.

This level this role operates is **Leading Yourself**

### Leading Yourself (Behaviours for Everyone)

<b>Safe</b>	We are a service where our health, safety and wellbeing is a shared responsibility. Speaking up, looking out for each other, and holding high standards are how we keep our people and communities safe.
<b>Supportive</b>	We are a service where support isn't just about words, it's about action. Looking out for each other, sharing knowledge, and working together make us stronger.
<b>Inclusive</b>	We are a service where inclusion is a shared responsibility. It's not about making everyone the same, it's about making sure everyone feels like they

# ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

	belong, is treated fairly and has a voice. Inclusion happens through everyday actions, not just policies.
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## Leading Others (Behaviours for those who Manage/Influence Others)

<b>Safe</b>	We set the tone for a safe and professional environment. Whether we lead a team directly or influence others across the service, we create an environment where people feel confident speaking up, take responsibility, and support each other to maintain a working environment that feels safe for all.
<b>Supportive</b>	We create a working environment where people feel supported practically, emotionally and in their development. Whether leading a team or influencing others, we create supportive places and encourage personal and professional development.
<b>Inclusive</b>	We create a working environment where everyone is valued, respected, and able to contribute. Inclusion isn't just about policies, it's about what we do every day. We take responsibility for leading in a way that lets people know they belong.

## Leading the Service (Behaviours for those in Senior Management Positions)

<b>Safe</b>	The way we lead, the decisions we make, and the culture we shape, result in everyone feeling safe to do their best work. Safety isn't just about policies and procedures; it's about building trust and the confidence to speak up and act.
<b>Supportive</b>	We lead in a way that strengthens our service for the long term, supporting our workforce and the communities we serve. How we lead shapes the conditions for people to thrive and the impact we have beyond our own teams.
<b>Inclusive</b>	As senior leaders, we set the standard and remove the barriers. People's experience of our service is shaped at the top. The way we lead determines whether inclusion is something people feel in their day-to-day, or just something we talk about. It's our job to make sure it's real, measurable, and built into how we operate.

<b>Profile prepared by:</b>	Irene Kema Onyeri		
<b>Approved by:</b>	Conor Byrne		
<b>Profile Effective from:</b>	19/01/2026	<b>Last reviewed:</b>	19/01/2026
<b>Post holder name:</b>		<b>Signature:</b>	
		<b>Date:</b>	