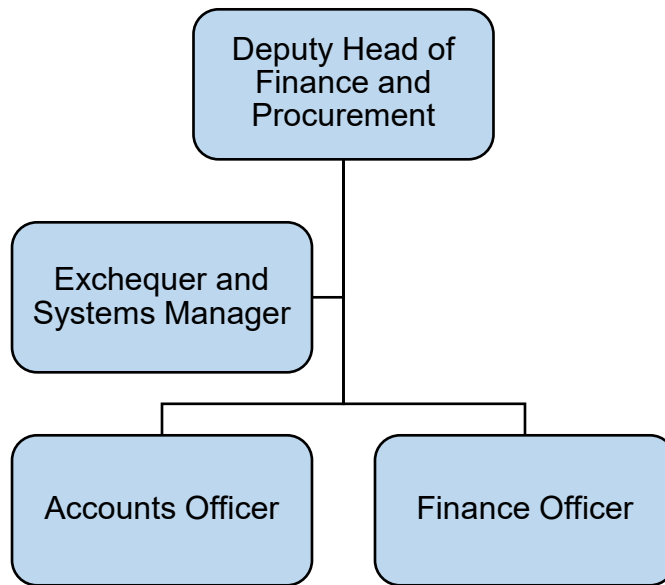


# ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

<b>Job Title</b>	<b>Finance Officer</b>		
<b>Post Reference</b>	CCF FINPROC FO	<b>Temporary/Permanent</b>	Permanent
<b>Grade</b>	4	<b>Hours</b>	37 hours per week (flexible)
<b>Reports to:</b>	Exchequer and Systems Manager		
<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>The delivery of effective and efficient financial accounting services to the Royal Berkshire Fire and Rescue Service, its partners and other external organisations.</p> <p>This includes the interpretation of financial and procurement regulations and procedures, as well as the provision of financial analysis, advice and guidance which enable the business to deliver its business goals.</p> <p>An assessment of risk and consideration of changing issues which impact the business is key, together with a proactive approach to ensuring the organisation makes best use of its resources and public money.</p> <p>To support the production of financial plans and budgets and to analyse, monitor &amp; report on allocated areas of responsibility within the Service.</p> <p>To help ensure all reporting to outside organisations is done efficiently and to deadlines.</p> <p>To help the finance department foster a positive and honest relationship with staff, outside bodies, members and other departments.</p>			

## Organisational Structure



## Key responsibilities and Deliverables

To undertake checking of requisitions for purchase orders to ensure correct cost center posting and within budget/contract and that the correct authorisation for the order and resolve any issues that may arise.

To undertake monthly balance sheet reconciliations including fixed assets as directed.

To assist with the weekly payment runs, processing the proposed payments through to a BACS that is uploaded to the bank via the ptx (Bottomline) system.

Assist in the completion of agreed processes for budget planning, budget monitoring, month-end and year-end. This includes analytical work and provision of financial information to other stakeholders to support preparation of annual department budget proposals as well as an analysis of budget variances to support budget monitoring reporting in line with required timescales. Assist in the reforecasts through the year.

Daily processing and checking of mileage & expenses and producing monthly reports for payroll.

Daily processing and checking of procurement card spend, reconciling the Procurement Card return, preparing journals and transparency report.

Processing Procurement Card Applications.

Calculating and checking BIK in preparation for Year-End.

Reviewing, updating and amending Mileage, Expense and Procurement Card procedures.

Daily monitoring of post and finance emails.

Working with several spreadsheets including monitoring of cashflow spreadsheet.

Effectively manage workload in order to work to strict deadlines / timetables.

Banking and cash management.

Provide cover for Accounts Officer.

Accounting for the pension schemes of RBFRS, including the timely production of reports and returns relevant to this area, and liaison with the pension specialists and providers.

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

## Person Specification

<b>Qualifications and training</b>	On recruitment	After Training
University Degree related to Finance or Procurement	x	
Or Part-qualified CCAB approved accounting qualification	x	
Or AAT Level 4 with several years' experience	x	

<b>Knowledge, skills and experience</b>	On recruitment	After Training
Fully competent in Microsoft Office 365 applications (Word, Excel and SharePoint)	x	
Competent in ICT applications specific to finance related disciplines (Technology One if possible)	x	
Good written communication skills	x	
Good oral communication skills, in order to negotiate effectively and provide advice to a range of stakeholders	x	
Ability to problem solve and find effective solutions	x	
Enthusiasm to develop technical knowledge, skills, and experience across a team	x	
Knowledge of payroll regulations and systems	x	
Knowledge of pension fund accounting and reporting	x	
Knowledge and awareness of the sensitive nature of a political environment		x
Ability to perform reconciliations of financial accounts	x	
Experience of meeting tight deadlines and prioritizing workloads	x	
Ability to translate complex policy issues into financial reality		x

Knowledge of accountancy practices	x	
Knowledge of the statutory and regulatory framework within the range or responsibilities of the role	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 belong, is treated fairly and has a voice. Inclusion happens through everyday actions, not just policies.

#### 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.
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<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-today, 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>	Rahela Costea		
<b>Approved by:</b>	Irene Kema Onyeri		
<b>Profile Effective from:</b>	06/01/2026	<b>Last reviewed:</b>	06/01/2026
<b>Post holder name:</b>		<b>Signature:</b>	
		<b>Date:</b>	