Job Title	**Assistant Director of Finance and Efficiency**		
Post Reference	ADFE	**Temporary/Permanent**	Permanent
Grade	Director	**Hours**	37 hours per week with requirement to work extra hours commensurate with post
Reports to	Chief Fire Officer/Chief Executive (CFO/CEX)		
Line Management Responsibilities (Direct and Indirect)	Direct: Deputy Head of Finance and Procurement Indirect: Finance and Procurement department		
Directorate/ Department	Enabling Services / HQ Finance and Procurement		
Location	Service Headquarters		
Politically Restricted	**Yes ☒**	**No ☐**	
Level of DBS Check Required	☐ **Standard** ☐ **Enhanced** ☒ **Enhanced (with barred Child)** ☐ **Enhanced (with barred Adult)**		
Safeguarding Level Required	☒ **Level 1** ☒ **Level 2**		

Main Purpose of the Job

To act as the statutory Section 112 officer (Chief Financial Officer) on behalf of Royal Berkshire Fire and Rescue Service and Head of Profession to provide direction, leadership and guidance to staff in the Finance function and ensure the improvement and implementation of Finance standards across the Service.

The post-holder will be a member of the RBFRS Senior leadership team and play a full role in the leadership of the organisation. More specifically, the role will be responsible for creating and embedding a culture of continuous improvement in respect of

consistently seeking ways to improve the use of resources across the organisation.

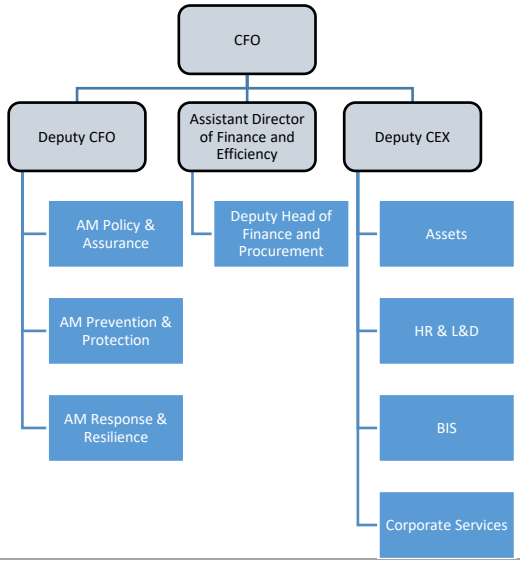
Lead the development and implementation of the corporate procurement strategies for Royal Berkshire Fire and Rescue, ensuring that procurement processes and procedures obtain value for money and are delivered to the optimal quality and that efficiency is driven across all procurement activity.

To manage the Service', insurance arrangements, ensuring adequate and cost effective insurance cover, to perform research in support of policies and frameworks, produce statistical and financial data.

To be responsible for budgeting, accounting and financial control in relation to the Thames Valley Fire Control Service.

The post holder will undertake the role of Pension Scheme Manager as delegated by the Fire Authority.

Organisational Structure



Key responsibilities and Deliverables

Dimensions

Staff/Managerial responsibilities:

Direct line management responsibility of 1 employee - Deputy Head of Finance and Procurement.

In direct management responsibility of the Finance and Procurement team.

Finance:

Budgets - Working directly with the CFO, responsible for setting a balanced budget for the Service and ensuring the long-term financial viability of the Service.

Context

The post holder operates within an increasingly financially volatile and complex context, directly supporting the Fire Authority and CFO to: initiate; develop; and influence a complex range of relationships, including:

- the unitary local authorities of Royal Berkshire,
- bodies representing local businesses and voluntary organisations
- other Fire and Rescue services and emergency services
- Central Government
- Members of Parliament
- Local government politicians
- NFCC
- Representatives bodies
- HMICFRS

The post holder has organisation wide responsibility for a range of cross cutting and corporate functions, and associated contacts with staff and managers from across the service as well as external contractors.

The post holder is accountable to the CFO within the general direction set by the Fire Authority. The post holder has dotted line reporting to Fire and Rescue Authority in relation to s 112 statutory responsibilities. The post holder has freedom to act within the boundaries of legal requirements, Fire Authority Standing orders and RBFRS policy.

The post-holder will be a member of the RBFRS Senior Leadership Team and play a full

role in the leadership of the organisation and contribute to shaping and delivery of the Services purpose and strategic objectives

Main Duties and Responsibilities:

1 Statutory Finance Responsibility

1.1 To act as Royal Berkshire Fire and Rescue Service Chief Finance officer (S112 Officer) in line with statutory requirements.

2 Financial Management , Systems and Accounting

2.1 To take overall responsibility for the development of appropriate financial policies and strategies across the Service. To lead on the development, management and control of the medium term financial strategy .

2.2 To oversee the development and implementation of corporate financial management standards, processes and procedures that supports the achievement of the Service's, strategic objectives and statutory responsibilities.

2.3 Create and embed a culture of continuous improvement in respect of consistently seeking ways to improve the use of resources across the organisation, including improved financial literacy across key roles.

2.4 To manage and maintain an effective payments team.

2.5 To be responsible for the Authority's financial systems and financial control frameworks

2.6 To ensure that the Authority meets all its requirements under tax legislation

2.7 To promote continuous improvement through effective evaluation and improvement of performance and promotion of quality systems throughout the Authority.

2.8 To manage and maintain an effective payroll service meeting ensuring all staff are paid accurately and on time and records are maintained in line with all HMRC requirements.

2.9 To provide specialist financial advice and input to key corporate initiatives and projects.

2.10 To be responsible for preparing and publishing the statutory accounts in line with all professional and legislative requirements.

2.11 Manage monthly budget monitoring for the Authority and preparation of budget monitoring reports for presentation to CMT including all trading companies and subsidiaries.

2.12 Ensure submission and accuracy of statutory returns, CIPFA returns and other

Questionnaires/returns as necessary

2.13 To ensure that all grant claims are submitted in a timely fashion and adequate financial records are maintained

2.14 To be responsible for all aspects of Treasury management including Strategy, cash- flow management, loans and investments and to report to the Fire Authority in line with statutory requirements and best practice.

3 Audit

3.1 Manage, develop and review existing service level agreements and other contractual arrangements as required by the service.

3.2 Be responsible for the maintenance and delivery of an effective Internal Audit service.

3.3 Be key liaison with external audit and manage relationship effectively.

4 Procurement

4.1 To be responsible for the development and management of the Royal Berkshire Fire and Rescue Service's strategic procurement and commissioning framework within the context of the Service's Strategic objectives meeting all legal and service requirements including the transparency agenda.

4.2 To be responsible for the development and management of the Buckinghamshire Fire and Rescue Service's strategic procurement and commissioning framework within the context of the Service's Strategic objectives meeting all legal and service requirements including the transparency agenda.

4.3 To lead, manage and develop a professional procurement service including leading the shared service arrangements, embedding best practice, compliance and discipline to ensure a consistent focus on achieving value for money across Royal Berkshire Fire and Rescue Service and Buckinghamshire Fire and Rescue Service.

4.4 To advise and support senior staff and officers carrying out procurement and contract management throughout Royal Berkshire Fire and Rescue Service and Buckinghamshire Fire and Rescue Service, initiating and supervising contract negotiations as necessary.

4.5 To lead on collaborative working with partner organisations on behalf of Royal Berkshire Fire and Rescue Service and Buckinghamshire Fire and Rescue Service e.g. on the development of frameworks and other joint procurement initiatives.

4.6 To achieve continuous improvement of procurement by developing high level procurement skills and providing consultancy support and best practice throughout Royal Berkshire Fire and Rescue Service and Buckinghamshire Fire and Rescue

Service

4.7 To lead on corporate level commissioning of goods and services by Royal Berkshire Fire and Rescue Service and Buckinghamshire Fire and Rescue Service and the management of tendering processes, including both revenue and capital procurement.

5 Insurance

5.1 Maintain effective Insurance arrangements for the Authority including:-

5.1.1 Maintain and continually review the register of insurance Brokers ensuring payment of services within contractual payment terms.

5.1.2 Collate and analyse financial information and prepare reports for the provision of insurance brokering for both internal and external audit purposes.

5.1.3 Responsible for the preparation of the annual policy renewal plan in close liaison with the organisation's Insurance Brokers.

5.1.4 Review contractual implications of Agreements to ensure that financial risks arising are identified and comments are provided on financial indemnity sections to minimise potential liability.

5.1.5 Working in conjunction with staff insurance scheme administrators to ensure the cover provided is all embracing. Working in conjunction with HR to facilitate a smooth staff insurance scheme claims transition.

6 Thames Valley Fire Control Service

6.1 Be responsible for budgeting, accounting and financial control in relation to the Thames Valley Fire Control Service.

7 Additional Governance

Support the performance management of the organisation by acting as the appeal hearing officer for matter reserved to directors as appropriate.

<u>General Responsibilities of RBFRS Leadership Team</u>

Uphold and promote the values of Royal Berkshire Fire and Rescue Service, complying with the required standards of conduct, integrity and behaviour at all times.

Comply with all finance and procurement policies, procedures and practices, demonstrating the highest level of integrity at all times.

Comply with all people management policies and practices, ensuring your teams are well managed and that corporate standards are achieved.

Practice and promote RBFRS health and safety policies and processes, ensuring a safe working environment for yourself and your staff.

Ensure you are familiar with Safeguarding policies and responsibilities and that teams are trained to relevant standard.

Deliver service plans and performance management information in line with corporate guidelines and deadlines, ensuring collaboration with other members of the Joint Management Team.

Ensure you are familiar with data security policies and management, that your teams are trained and that data protection and appropriate processing is given the highest priority. Promote and adhere to the Service's policies on equality and fairness, and treat colleagues and members of the public with respect.

Take responsibility for your own performance, participate positively in development activities and support development of others.

Participate, if required, in any investigations or procedures relating to health and safety, disciplinary, or legal matters.

Act in an environmentally responsible manner by minimising pollution and the wasteful use of energy and resources

In order to secure the best possible service to the public or the welfare of their colleagues, all employees may from time to time be asked to undertake appropriate duties which fall outside their usual area of responsibility. You are expected to respond positively to such request and encourage your teams to do the same.

Person Specification

Qualifications and training	On recruitment	After Training
Formal accountancy qualification and membership of a recognised professional accounting body ie CCAB Qualified Accountant.	x	
Evidence of continuing professional and personal development.	x	
Educated to degree level or equivalent through relevant training and experience.	x	

Knowledge, skills and experience	On recruitment	After Training
Able to cultivate effective relationships with a wide range of people including elected Members, based on trust and mutual respect	x	
Strong performance focus and commitment to improving public service delivery	x	
Confident and inspiring leadership	x	
Collaborative, enthusiastic team player	x	
Commitment to high professional standards	x	
Enthusiastic innovator/challenges status quo	x	
Professional courage; self confidence; personal resilience; integrity	x	
Demonstrable commitment to Equality and Diversity	x	
Full range of management skills: people; budget; performance; information; operations; contracts and procurement	x	
Strong analytical skills/able to disseminate complex data	x	
Confident negotiator	x	
Highly influential, with well developed written and oral communication skill	x	
Sound judgement/decision making	x	
Knowledge		
Thorough, up to date understanding of recent and forthcoming Finance legislation and modern Financial, and awareness of their practical application in the public sector	x	
Strong understanding of the complexities of working in a political environment and an ability to maintain credible professional presence with senior staff and elected Members	x	
Experience		
Evidence of establishing and leading a strong performance culture and effective performance and service quality evaluation that involves driving up standards and performance.	x	

Experience of working across organisational boundaries in partnership in order to deliver corporate projects and objectives.	x	
A successful track record of achievement at senior level in developing and implementing finance related policies to achieve outcomes	x	
Experience of leading and delivering significant change and business improvement initiatives.	x	
Track record in developing strategies that delivers business outcomes.	x	
Experience of effective budget management and delivering cost reductions whilst improving services.	x	
Experience of devising, developing and implementing successful complex innovations in financial management.	x	
Able to lead on resolving complex/high risk financial matters	x	
Demonstrable ability to lead, motivate and develop a team of professionals, and manage operations to ensure delivery to defined performance standards and demonstrating VFM	x	
Successful track record of managing a demanding personal workload, effectively balancing strategic and operational responsibilities	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 the Service**

Leading Yourself (Behaviours for Everyone)	
Safe	We are a service where our health, safety and wellbeing is a shared responsibility. Speaking up, looking out for each together, and holding high standards are how we keep our people and communities safe.
Supportive	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.
Inclusive	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)	
Safe	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.
Supportive	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.
Inclusive	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)	
Safe	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.
Supportive	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.
Inclusive	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.

Profile prepared by:	CFO, Mark Arkwell		
Approved by:	CFO, Mark Arkwell		
Profile Effective from:	October 2026	**Last reviewed:**	July 2026
Post holder name:		**Signature:**	
		Date:	