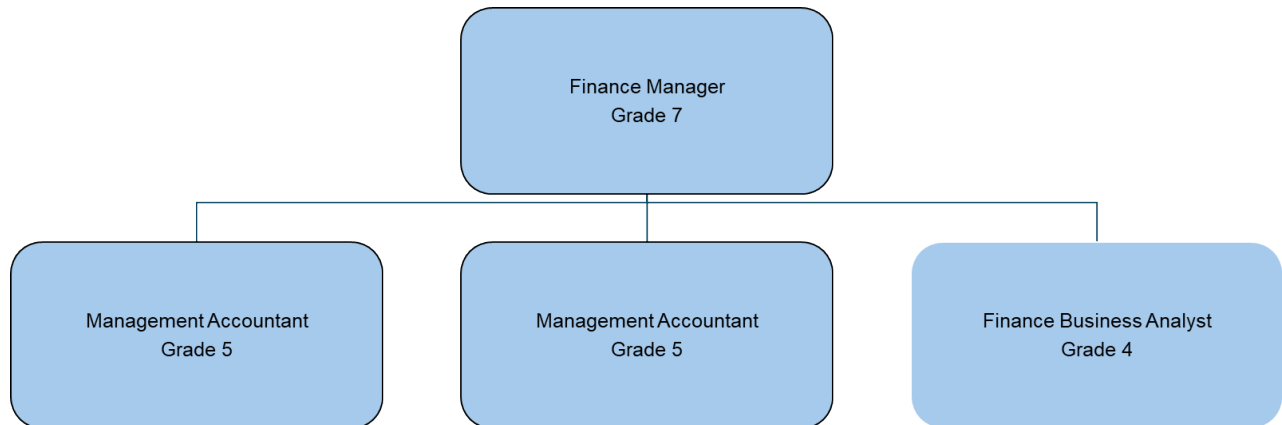


Job Title	Management Accountant		
Post Reference		Temporary/Permanent	Temporary
Grade	5	Hours	37
Reports to	Deputy Head of Finance and Procurement		
Line Management responsibilities (Direct and Indirect)	None		
Directorate/ Department	CS - Finance		
Location	HQ - Finance		
Politically restricted	Yes ☐	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 The delivery of effective and efficient financial accounting services to the Royal Berkshire Fire and Rescue Service, its partners and other external organisations. This includes the interpretation of financial regulations and procedures, as well as the provision of financial analysis, advice and guidance which enable the business to deliver its business goals. An assessment of risk and consideration of change issues which impact the business is key, together with a proactive approach to ensuring the organisation makes best use of its resources. Reports to the Finance Manager who will provide general direction to the post-holder.			

Organisational Structure



Key Responsibilities and Deliverables:

To produce financial plans and budgets and maintain, monitor & report on allocated areas of responsibility within the Service.

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.

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

Responsible for liaison with cost centre managers of all Directorates, internal and external auditors, contractors and suppliers of financial services members and other department

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, Fire Authority members and other departments.

Ensure completion of agreed processes for budget planning, budget monitoring and forecasting at both month-end and year-end. This includes provision of financial information and analysis to other finance staff 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.

Provide support to budget holders for the provision of information and financial analysis to support understanding of operational financial performance as well as provision of support and other resources for strategic development work, in line with agreed priorities.

Provision of strategic analysis, interpretation, planning and advice, including identification of financial risks and undertaking a lead role to support the implementation of new initiatives/change management activities and service development in consultation and under the direction of the Finance Manager.

Identification of emerging financial issues in order to propose creative solutions which will best meet customers' needs, and gain best value for money, including development of performance measures / indicators to support departments' planning processes.

Analyse and assess the financial implications of new initiatives and service proposals including acts as a key project team member where required.

Provide guidance, support and training to Budget Managers to support the setting of annual budgets for allocated areas of responsibility.

Prepare accounting entries and statement notes to allow the production of the Statement of Accounts in accordance with the year end timetable.

To undertake and co-ordinate the revenue estimates for the service in accordance with the programme drawn up in co-operation with the Finance Manager.

To co-ordinate and prepare Government Grant claims, provide advice and review grant submissions and other financial and statistical returns, as directed by the Finance Manager.

To prepare memorandum accounts for pooled budget arrangements in line with corporate requirements.

To adopt best practice in the application of accounting methodology in accordance with guidelines produced by CIPFA and by the Finance Manager and to advise on the financial effects of changes in legislation and policy.

To provide information to assist Departmental officers of all levels in the understanding of Standing Orders and Financial Regulations and ensuring their proper application within the Service.

To provide financial advice and information as required to Government Departments, external auditors and external bodies, partnerships, Fire Authority members and officers within the Service.

To account for any partnerships, shared services or subsidiaries. The joint operation of the control room (TVFCS) including budget setting, forecasting, outturn reports and liaison with staff and committees involved.

To liaise the processing and accounting for cross border arrangements

To undertake reviews of the coding structures, to update and maintain these structures to ensure budget virements are actioned and present an accurate reflection of the service provided.

To develop systems and document procedures that will improve financial control on departmental key budgets in consultation with Service Managers and officers within the Finance service. To advise on the development of and review the robustness of the local monitoring system.

To undertake monthly balance sheet reconciliations as directed.

To provide advice, information, training and support for Service Managers, other members of the Finance team and other officers in relation to improved financial management.

To provide financial analysis and information as required to assist with the services' Medium Term Financial Strategy.

To assist with the processing of requisitions for purchase order, ensuring purchases are in accordance with the budgets set and are correctly approved

Setting up new Accounts Payable Suppliers

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.
To be involved with a new Finance System implementation

Person Specification

Qualifications and training	On recruitment	After Training
University Degree relevant to Finance, and Part qualified (CCAB recognised) with relevant experience (or equivalent).	X	
CCAB (including CPD) qualified, and relevant Fire Service experience		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 to non-financial managers/senior management and elected members	X	
Fully competent in Microsoft Office 365 applications (Word and Excel and SharePoint) including advanced spreadsheet manipulation skills	X	
Competent in ICT applications specific to finance related disciplines.	X	
Experience in setting and monitoring substantial revenue budgets within a challenging financial environment	X	
Experience of preparing and submitting of final statutory accounts.	X	
Substantial accounting experience in a diverse and complex organisation	X	
Experience with working with internal and external auditors, and in making reports to external bodies		
Experience of working effectively with finance staff and non-financial service manager	X	
Ability to problem solve and find effective solutions to complex issues	X	
Ability to translate complex policy issues into financial reality and explain to non-Finance staff.	X	
Awareness of the budgetary constraints on budget holders and senior managers and the ability to offer advice, support and instructions in a supportive manner.	X	

Knowledge of accountancy practices in the public sector		X
Knowledge of the statutory and regulatory framework within the range or responsibilities of the role.		X
An understanding and awareness of the sensitive nature of a political environment		X
Knowledge of Technology One would be beneficial but not essential		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)

Safe	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.
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.
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ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

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-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.

Profile prepared by:	Irene Keme Onyeri		
Approved by:	Conor Byrne		
Profile Effective from:	28 September 2026	Last reviewed:	28 September 2026
Post holder name:		Signature:	
		Date:	