

Police Staff
Accountant
Finance
Role Definition:PI007b/16103

ROLE DEFINITION

Dept / Area Command:	Finance	Section:	Financial Services
Post Title:	Accountant	Post Reference:	PI007b/16103
Post Grade:	Grade I	Location:	Forth Banks
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Principal Accountant		
Staff Responsibilities:	Allocated subordinate staff and trainees/graduates		
Purpose:	Provide support to the Principle Accountants ensuring an effective and efficient financial support service is provided to internal and external customers		

Key Responsibilities:-

- 1. Manage the activities of the Financial Services section, planning and prioritising workload, in accordance with identified aims and objectives, in order to meet the performance targets for the section.**
- 2. Support the timely and accurate preparation, monitoring and closure of the annual capital and revenue budget, liaison with Heads of Department and reporting to Chief Officers as appropriate in order to support senior management decision-making.**
- 3. Manage the welfare, recruitment, appraisal, development and discipline of staff, ensuring that learning and development needs are identified, delivered and supported.**
- 4. Support the planning and management of the force's strategic medium and long term financial plans and report to Chief Officers accordingly in order to support their strategic decision making.**
- 5. Provide financial advice to force management on all financial matters in order to support management decision making.**
- 6. Manage the provision of supporting financial information to evidence Force financial performance, including contingency allocations, establishment management, trading accounts and partnership bodies, in order to provide an efficient and effective financial service.**

- 7. Quality assure the provision of financial information to ensure each area of business is both reasonable and correctly projected.**
- 8. Provide financial advice and guidance to specific projects, tasking others as appropriate, in order to ensure project objectives are met.**
- 9. Ensure a full audit trail of all external funding received by the Force, ensure income is fully accountable within the financial ledger.**
- 10. Lead on the recharging of all monies due to the Force for rechargeable income, provide guidance to advisers as appropriate, in accordance with force financial procedures.**
- 11. Attend, as required, all relevant meetings and working parties in order to provide advice and guidance on financial matters**

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.