



**Gwasanaeth Tân ac Achub
Fire and Rescue Service**



**Finance and Procurement Department
Head of Finance and Procurement
Candidate Information Pack**



Welcome from Helen MacArthur, Assistant Chief Fire Officer

When people think of the Fire and Rescue Service, they tend to think of Firefighters responding to emergency calls, and although this is a reality, the roles and responsibilities within North Wales Fire and Rescue Service go far beyond these traditional images.

In addition to Firefighters, the Service employs people in a variety of diverse and challenging roles, and the vital work carried out behind the scenes is just as crucial in helping to make North Wales a safer place to live, work and visit.

Our Finance and Procurement department are an integral function of the fire and rescue service, ensuring the effective operation of the Authority accounts and financial activities in the delivery of the emergency service. The department is responsible for the processing and payment of our staff as well the processing of employee benefits and pensions, payment of supplier invoices and dealing with supplier queries, income collection, the operation of the main Stores, assisting in the purchasing of goods and services and the production of statutory information including the statement of accounts.

The role of Finance and Procurement in a frontline emergency service is stimulating, varied and exciting and involves many diverse tasks and responsibilities, to ensure that the service can continue to protect the communities we serve.

Our core values are about striving for excellence, serving the communities of North Wales and treating people well. We want people with the same values to join our team to help us continue to make North Wales a safe place to live, work and visit. Does this sound like something you could do? We're looking for a Head of Finance to join our team and ensure we continue to succeed in meeting our objectives.



Who we are

North Wales Fire and Rescue Service's purpose is to Prevent, Protect, and Respond. To do this we employ more than 900 staff in operational and support roles.

We help to protect an area covering around 2,400 square miles and a resident population of over 700,000 people, as well as hundreds of thousands of visitors who travel in and out of North Wales every year.

On average, we go to around 2,000 fires and 1,000 non-fire emergencies such as road traffic collisions and flooding events every year. We also attend around 2,000 emergency calls that turn out to be false alarms.

We carry out extensive fire prevention work by visiting people in their homes, attending events, engaging with children and young people, and working with partners to educate and inform local communities. We also maintain an active presence in the media, including on social media.

Another part of our work is in a fire safety enforcement role, so we visit businesses and workplaces to make sure that the people responsible for those premises are keeping their fire safety arrangements up to standard.

North Wales Fire and Rescue Service is a professional and friendly place to work. We offer a supportive culture where we work hard to uphold our core values.

You can read more about our Core Values on the next page.

For more information about the Service please visit the [North Wales Fire and Rescue Service website](http://www.northwalesfire.gov.wales).



Our Core Values



North Wales:

A place to live, work and visit

Within the region of North Wales is Conwy, Denbighshire, Flintshire, Gwynedd, Wrexham and Ynys Mon (pronounced 'un-iss morn', also known as Anglesey). Each county has something special to offer, whether you are looking for action and adventure or culture and heritage. Living and working in North Wales offers an excellent environment for anyone seeking an enhanced quality of life.

Long regarded as one of the most beautiful places in the UK, the area has much to offer. Being an area of outstanding landscape ranging from extensive sandy beaches and headlands to sheltered valleys, open moors and rugged mountains, there is something for everyone to enjoy. Tourism is a big contributor to the local economy with a wide variety of facilities across the region to attract the different visitors to the area each year, from high adrenaline zip lines, adventure parks and water sports to more relaxing walks exploring towns and countryside or visiting historical and cultural landmarks, including castles.

Whilst North Wales is close to nature and has open spaces close by, it is also well connected to the hustle and bustle of major towns and cities in the North West of England, such as Chester, Liverpool and Manchester. Rail transport links also connect the North Wales coast to major cities across the UK, with direct trains to London (in 3 – 4 hours), Birmingham and Manchester among others.

Food and drink play an important part of Welsh culture with food festivals and farmers markets taking place across the region to showcase the best food and drinks that Wales has to offer. Utilising locally sourced and seasonal produce, including freshly caught fish, tender local lamb,

cheese, wine, ales and gin, there are plenty of places to eat catering to different tastes, including fine dining, gastro-pubs and bistro's as well as country pubs, tea rooms and cafés.

As per the 2021 Census, Wales has a population of just over 3.1 million, with approximately 18% of the population being Welsh speakers. The Welsh are passionate about the language, sport and culture with competitive festivals of Welsh music, poetry and art taking place annually - known as an Eisteddfod (pronounced ace-teth-vod). They are cultural festivals held through the medium of Welsh, providing a national stage for music, dance, literature, visual arts and performance. Whilst Welsh language is an important part of an Eisteddfod, the events are inclusive for all people to get involved so you don't need to be a Welsh speaker to attend and enjoy the day. People of all ages and abilities, including Welsh language learners are encouraged to participate in Eisteddfods, with the International Eisteddfod in Llangollen being held annually at the start of August, bringing together participants from all over the world to celebrate the different cultures, music and arts in one place.



The Role

An exciting opportunity has arisen for a Head of Finance and Procurement to join a small but busy Finance and Procurement Department. The Head of Finance & Procurement is a member of the Service Leadership Team and holds responsibility for the strategic delivery of the Service's Finance Function which incorporates payroll, pensions and procurement, including Stores.

You will provide leadership in developing and delivering detailed financial strategies and associated service plans for finance, payroll, pensions and procurement. You will be responsible for developing the Medium-Term Resource Strategy including detailed revenue and capital budgets and associated strategies. In addition, you will be Responsible for the production of the statutory accounts and external audit arrangements. Ensuring compliance with relevant legislation and external reporting requirements with key stakeholders including HMRC and the Welsh Government. You will also develop and implement robust financial governance arrangements across the Service to ensure compliance with best practice.

The successful candidate is required to be a CCAB fully qualified accountant with extensive experience and evidence of CPD. Qualified by experience candidates will be considered in exceptional circumstances. You will have experience of leading, developing and motivating a team of staff. You will have good interpersonal skills and ideally experience of constructive working across multidisciplinary teams. The ability to horizon scan and undertake forward planning, able to work to strict deadlines and under pressure, have a high level of professional integrity and discretion

are essential for the role. If you are self-motivated and work from own initiative, able to priorities competing demands and to delegate, have the ability to develop practical solutions to problems whilst balancing multiple issues and priorities appropriately and are able to demonstrate strong analytical, organisational and documentation skills then we are keen to hear from you. A current valid driving licence and the ability and willingness to travel both inside and outside the Service area as and when will be required.



What we can offer you

Pay

Blue Book terms and conditions

Salary: Starting at £56,285-£60,368

Hours of work

This position is based on working 37 hours per week, Monday to Friday.

Location

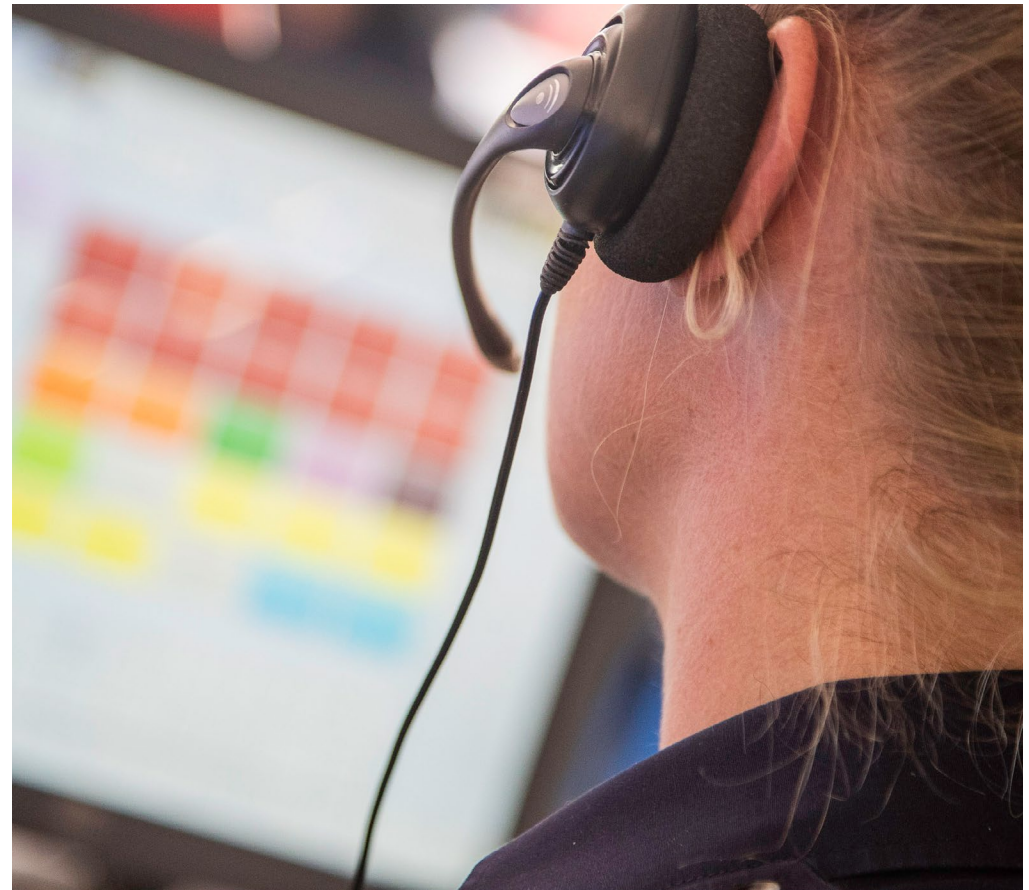
The base location of the team is in Headquarters, St Asaph.

We also offer a great deal of flexibility and we try as much as possible to support staff to balance their work and home life. We have an agile working policy to facilitate virtual and home working where practicable for the role, which can be discussed further during interview.

Benefits of employment

- Generous annual leave entitlement, starting at 35 days per year, plus public holidays
- North Wales Fire and Rescue Service uniform provided
- Access to the employer contributory Local Government Pension Scheme
- We will provide you with training, support and guidance to develop your potential

- Health, fitness and wellbeing support, including occupational health, colleague support, mental health champions, physical therapies and access to Service gyms
- A range of additional benefits such as cycle to work scheme and access to discounts from hundreds of retailers, leisure and service providers.



Job Description

Post Title	Head of Finance & Procurement
Department	Finance & Procurement
Reports to	Assistant Chief Fire Officer, Finance and Resources
Location	Headquarters, St Asaph

Overall Job Purpose

The Head of Finance & Procurement is a member of the Service Leadership Team and holds responsibility for the strategic delivery of the Service's Finance Function which incorporates payroll, pensions and procurement, including Stores. The overall purpose of the job is to provide strategic direction and support for the Service and effectively lead and manage the department to achieve its objectives:

- Member of the Service Leadership Team with responsibility for developing the strategic direction, imperatives and intra dependencies across the Service.
- Developing the detailed financial strategies and associated service plans for finance, payroll, pensions and procurement;
- Developing the Medium-Term Resource Strategy including detailed revenue and capital budgets and associated strategies

- Responsible for the production of the statutory accounts and external audit arrangements
- Ensure compliance with relevant legislation and external reporting requirements with key stakeholders including HMRC and the Welsh Government
- Developing and implementing robust financial governance arrangements across the Service to ensure compliance with best practice
- Promoting and supporting service improvement across the Service

Principal Duties and Responsibilities

1. Provide lead officer support to the Audit Committee and Local Pension Board. Chair the Service's internal Budget Monitoring and Procurement Committee.
2. Provide advice to the Authority on relevant legislation and codes of practice changes, ensuring that finance policies and procedures are up to date and adhered to.
3. To act as the lead officer in the preparation of the Medium-Term Resource Strategy and the annual revenue and capital budgets for approval by the Fire and Rescue Authority.
4. To act as the lead officer in the preparation and audit of the annual statement of accounts for approval by the Fire and Rescue Authority.
5. Contribute to the development of corporate objectives and service plans by working as a member of the Service Leadership Team.
6. Collation and reporting of the Service's financial performance for internal and external reporting including responding to requests from external auditors, HMRC, partner agencies and the Welsh Government.

7. Lead officer within the Service for Treasury Management; ensuring the Service is compliant with Code guidance, acting as a liaison between the Service and the external treasury advisors, implementing Treasury Management Practices, reporting on the statutory performance indicators and producing the annual Treasury Management Strategy and Capital Strategy
8. Management of the monthly and quarterly internal budget-monitoring arrangements and liaison with budget managers to agree any actions necessary to address variances
9. Responsible for the delivery of the finance functions. Ensuring that all financial transactions including treasury management, accounts payable, accounts receivable, VAT and cash management are properly accounted for.
10. Responsible for the management of the computerised financials system, to ensure updates are completed, in line with the contract and workflows reflect the Financial Scheme of Delegation
11. Management of the provision and maintenance of payroll services for the Service. Responsibility for ensuring payment of salaries and wages are made in a timely and accurate manner and in accordance with Conditions of Service.
12. Lead officer within the Service for Procurement; ensuring internal policies are compliant with public sector procurement legislation, providing guidance to personnel across the Service, acting as a liaison between the Service and the external procurement advisors and maintaining a corporate contracts register.
13. To provide leadership, management and training to the Finance & Procurement Department and Fire Authority Members, ensuring that individuals are well informed, motivated and operate effectively to deliver the financial and associated services to a high standard.

14. Continually seek to improve the efficiency and effectiveness of the department through development of better and more effective systems and processes
15. Responsibility for exercising the Business Continuity Management arrangements of the department, ensuring that critical activities are carried out during a disruptive event and normal departmental functions are restored as soon as possible.
16. The post holder may be required to undertake additional or other duties as necessary to meet the needs of the Service.

Supervisory responsibility

Deputy Head of Finance & Procurement Manager

Payroll Manager

Procurement & Contracts Manager

Financial responsibility

Lead officer for the development, monitoring and reporting of the annual revenue and capital budgets.

Contacts outside own section

- Principal Officers
- Service Leadership Team
- Budget Managers
- Fire Authority members
- Welsh Government
- Other Emergency Services

- Local Authorities
- Local Government Advisers
- Legal advisers (finance and pension queries)
- HMRC
- Insurers

Language requirements

The ability to communicate in Welsh - Level 3 - requires that you can;

Understand the gist of conversations in work. Respond to simple job-related requests and requests for factual information. Ask simple questions and understand simple responses. Express opinions in a limited way as long as the topic is familiar. Understand instructions when simple language is used.

Employment checks / Specific requirements

Standard DBS

Other

Ability to drive



Person Specification

Qualifications, Knowledge, Experience	Essential
	The qualities without which a post holder could not be appointed
	CCAB fully qualified accountant with extensive experience and evidence of CPD. Qualified by experience candidates will be considered in exceptional circumstances.
	Experience of leading, developing and motivating a team of staff.
	Good interpersonal skills with experience of constructive working across multidisciplinary teams
	Desirable
	Extra qualities which can be used to choose between candidates who meet all the essential criteria
	Experience of leading change programmes
	Knowledge of Local Government accounting regime or equivalent public sector experience
	Knowledge and experience of pay and pensions legislation
Knowledge and experience of public sector procurement	
Skills	Essential
	The qualities without which a post holder could not be appointed
	Well organised with ability to horizon scan and undertake forward planning
	Must be able to work to strict deadlines and under pressure
	High level of professional integrity and discretion
	Self-motivated and work from own initiative
	Able to priorities competing demands and to delegate
	Ability to develop practical solutions to problems whilst balancing multiple issues and priorities appropriately
	Able to demonstrate strong analytical, organisational and documentation skills
	Good ICT skills
Hold a full current driving licence and have the ability to travel across North Wales to carry out work (e.g. attend meetings/visit other staff or sites)	

*Evidence of qualifications will be requested and verified prior to confirmation of appointment. Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet the essential criteria.

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Welsh Language Skills

At North Wales Fire and Rescue Service, we believe that in the conduct of public business in Wales, the English and Welsh languages should be treated on the basis of equality and pride ourselves on having taken the issue of language seriously over many years. By acknowledging our moral and legal duties to protect the cultural heritage of the area and to meet the expectations of the local community, we also acknowledge the positive service benefits of conducting our public business in both languages. Saving lives and reducing risk are at the heart of our mission - the language issue is vital to its success.

Being a bilingual organisation and for this role, you'll need to demonstrate level 3 spoken Welsh skills, which means you're able to understand sentences and most of what is said in an office or meeting and keep up with a simple conversation on a work related topic.

The below table sets out the required skills for level 3.

Skill Area	Welsh Language Standards Requirements
Speaking / Listening	<ul style="list-style-type: none"> Understand most of what is said in an office, meeting, etc and keep up a simple conversation on a work-related topic, but revert to English to discuss/ report on more complex or technical information. Answer predictable or factual questions. Take and pass on most messages that are likely to require attention. Offer advice on simple job-related matters

External applicants who don't already speak Welsh to level 3 will have 2 years from appointment to the role to attain this.

For applicants with no prior knowledge of the Welsh language, support will be provided to firstly achieve level 2 spoken Welsh before progressing to achieve the level 3. An outline is included below of the level 2 requirements.

Skill Area	Welsh Language Standards Requirements
Speaking / Listening	<ul style="list-style-type: none"> Able to understand the gist of basic conversations or sentences in work. Able to respond to simple job-related requests and requests for factual information. Able to ask simple questions and understand simple responses. Able to express opinions in a limited way as long as the topic is familiar. Able to understand instructions when simple language is used.

We recognise that learning a language takes time and commitment and this requirement is in addition to learning a new role. Support is available in many different forms to help you succeed, including formal training courses and workshops, one-to-one mentoring, informal support from Welsh language champions across the Service, soundbites and work booklets.



How to Apply

To apply for this post, all candidates must complete our application form to be considered. The application form can be found on the [Current Vacancies](#) page of our website and completed forms should be submitted by email to recruitment@northwalesfire.gov.wales

Please do not submit your CV with the Application Form, as only the information provided within the Application Form will be used at the shortlisting stage.

When completing your application, please familiarise yourself with the job description and the person specification within this information pack so you understand the essential qualifications, skills and attributes for the role. Whether or not you are shortlisted for an interview is based on the information you provide in your application form.

It would be helpful if you could let us know in good time if you would like us to make any reasonable adjustments for you.

Make sure you submit your application before the closing date as late applications will not be accepted.

If you have any issues accessing or completing the application form, please contact the Recruitment team: recruitment@northwalesfire.gov.wales or call 01745 535 281

Further information

If you have any questions regarding this role or would like an informal chat before applying please contact Helen MacArthur via the Executives Assistants at executiveassistants@northwalesfire.gov.wales

We are an equal opportunity employer and welcome applications from all sections of the community. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We welcome correspondence and calls in Welsh and English and we will respond equally to both and will reply in your language of choice without delay. Applications submitted in Welsh will be treated no less favourably than an application submitted in English.



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