West Yorkshire Fire & Rescue Service

Job Description.

**Post Title: Graduate Financial Systems Accountant Apprentice.**

**Grade: 6-7.**

**Responsible To: Financial Reporting and Transformation Manager.**

**Purpose Of Post: Provide software systems support to the financial accounting and treasury functions within the Finance Department.**

# Organisational chart.

# Main duties and responsibilities of the role.

Support the Financial Reporting and Transformation Manager with the implementation of the Finance strategy, ensuring alignment to key business objectives and the priorities of the Service.

# Organisational wide responsibilities.

1. Adherence to the[**NFCC Core Code of Ethics**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/%20Services%20England.pdf)and[**West Yorkshire Fire Service Values**](https://www.westyorksfire.gov.uk/sites/default/files/2023-03/WYFRS%20Core%20Values%20June22.pdf).

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1. To implement and promote the Authority’s:
* Health and Safety policies.
* Equality and Diversity policies.
* Information Security Management System policies.
* Safeguarding policies.
* Business continuity policy and contingency arrangements.
* Policies related to General Data Protection Regulation and Data Protection Act 2018.
* Commitment to maintaining our Customer Service expectations.
1. A satisfactory StandardDisclosure and Barring check is required for the role.
2. This post has been designated a hybrid working post which means the postholder’s working time will be split between the workplace and home. The actual pattern and number of days at each will be agreed locally with the line manager and will be determined based on the service needs.

# Skills and experience requirements for this role

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

**Please list or number the** competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

|  | **Experience.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Ability to show initiative with an in-depth understanding of smarter working and continuous improvement philosophies. | Essential  | Selection Process |
|  | Ability to place importance on self and others in achieving high standards. | Essential  | Selection Process |
|  | Ability to work as part of a team. | Essential  | Application & Selection Process |
|  | Demonstrate commitment to meeting deadlines. | Essential  | Application & Selection Process |
|  | Motivated to lead by example and demonstrate the values of West Yorkshire Fire and Rescue Service. | Essential  | Selection Process |

|  | **Education and Training.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Finance, Accounting or Business Degree (min 2:1). | Essential | Application |
|  | 2 A Level grades A-C. | Essential | Application |
|  | 5 GCSE grades 4-9 or A-C (subjects must include Maths and English). | Essential | Application |
|  | Willingness to complete the CIPFA Level 7 Accountancy Apprenticeship qualification via the Apprenticeship programme. | Essential  | Application &Selection Process  |

|  | **Special knowledge and skills.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Advanced use of Microsoft packages such as Word and Excel to enable the preparation of complex financial reports and working papers. | Essential  | Application & Selection Process  |
|  | Ability to organise your own workload. To have responsibility for a wide area of the finance workload and to deliver varied tasks within tight deadlines. These will include statutory deadlines. | Essential | Selection Process |
|  | Ability to work under your own initiative and to take responsibility for day to day decision making in accordance with organisational policies and procedures and financial regulations. | Essential  | Application & Selection Process  |
|  | Demonstrate commitment to good data quality within all areas of work. | Essential. | Selection Process only. |
|  | Demonstrate commitment to and understanding of Equality & Diversity, NFCC Core Code of Ethics and WYFRS values.  | Essential. | Selection Process only. |
|  | Excellent communication skills both written and oral. | Essential  | Application & Selection Process  |

Job Description last updated: **August 2025**