

Role Profile

Part A - Grade & Structure Information

Job Family Code	13BF	Role Title	CFRA Theme - Finance Lead
Grade	PS13	Reports to (role title)	Assistant Chief Fire Officer (ACFO) - Service Support
		Directorate	Community Protection & Emergencies
		Service	Fire and Rescue Service
JE Band	614-734	Team	Senior Support
		Date Role Profile was created	Aug-24

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose Including key outputs	The purpose of this role is to provide dedicated, specialist financial expertise to support the Service through the complex requirements arising from Devolution and Local Government Reorganisation (DLGR) and the disaggregation of financial services, systems, processes and governance arrangements from Surrey County Council. This post will ensure that all financial related elements of the transition are robust, highly compliant and operationally effective, supporting the establishment of an independent Fire and Rescue Authority with strong financial governance, sustainability and statutory assurance. Key responsibilities will be but are not limited to: - Financial Transition and Operating Model Design - Lead finance related aspects of DLGR and the financial disaggregation programme on behalf of the CFRA workstream. - Support senior leaders in developing a financially sustainable operating model for the future Fire and Rescue Authority - Work with senior leaders to develop financial plans and transition arrangements to support service continuity throughout implementation. - Provide expert financial advice on organisational changes, business planning and decision making during the transition period. - Financial Governance, Budgeting and Procurement - Work within the CFRA workstream on the development of standalone financial governance arrangements for the future Authority. - Support the design and implementation of budget setting, medium term financial planning and financial management processes. - Develop arrangements for the management of reserves, assets, liabilities and financial controls following disaggregation. - Support planning for future precepting arrangements and associated financial administration requirements. - Systems, Processes and Financial Disaggregation - Review and separate financial processes and controls currently provided through Surrey County Council. - Develop and implement standalone finance policies, procedures and reporting frameworks where necessary. - Ensure the effective transfer or establishment of financial records and management information. - Work closely with procurement, audit, treasury management and corporate support functions to maintain service continuity. - Financial Assurance, Risk and Compliance - Provide advice on financial governance, risk management and regulatory compliance during and after transition. - Review financial due diligence activities and identify, monitor and mitigate transition related financial risks. - Ensure compliance with all relevant legislation, accounting requirements and statutory financial obligations. - Support the future Section 51 activities and provide assurance that the Authority is equipped to meet its statutory responsibilities.
Work Context	The LGR Finance Lead is reviewed by the NCFO Service Support and sits within Surrey Fire & Rescue Service (SFRS), which is currently part of the Community Protection & Emergencies (CPE) Directorate of Surrey County Council (SCC). The LGR Finance Lead will be required to use professional expertise to build strong working relationships with colleagues, partners and stakeholders, providing a knowledgeable and trusted financial management and governance function to the Service during its transition through LGR. The role will also require regular support to broad and open all LGR workstreams, including financial planning, governance, systems, budgets, assets, liabilities and statutory finance requirements. The postholder will also provide strategic financial advice, analysis and updates relating to LGR to the Senior Leadership Team. The post will be based at SCC Headquarters in Reigate.
Line management responsibility if applicable	N/A
Budget responsibility if applicable	N/A
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Analysis, Reporting & Documentation - Identify issues and trends that may have an impact in their area of responsibility to enable appropriate action to be taken. - Lead the development of policy in own area of specialism, contributing to the delivery of organisational objectives. Service Delivery - Evaluate existing service provision taking account of feedback and broader external developments, to ensure innovative solutions are proposed to maximise service quality, efficiency and continuity. - Apply specialist expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards. - Drive change and embed new ways of working to ensure high quality service delivery and value for money. Planning & Organising - Develop and ensure implementation of operational plans and play a key role in the formulation of strategic longer term plans for the area to fit broader functional and organisational strategy. - Lead major projects and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery. Finance/Resource Management - Manage allocated budget/resources/funding effectively and flexibly and control all related expenditure to ensure delivery of targets/objectives within budget. - Contribute to resource and budget planning within own area. Work with others - Liaise internally and externally at senior levels to ensure the department/service issues are appropriately represented and acted upon. - Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. People Management - Manage a group of staff across a function/service, or as a significant part of a wide function to ensure all relevant annual targets and goals are delivered within budget/resource constraints. - Lead, motivate and develop individuals using a coaching approach, to better meet current and future requirements. Duties for all Values: To uphold the values and behaviours of the organisation Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	- Degree or equivalent professional qualification plus substantial experience at a senior management level in a specialist area in a demanding business environment. - Extensive knowledge of all areas of public sector management, project management and continuous improvement, and financial practices applications. - Authoritative knowledge of the work practices, processes and procedures relevant to the role including broader sector commercial awareness. - Proven ability to manage budgets and available resources to deliver effective support to their area of responsibility. - Strong written and oral communication and interpersonal skills with high level negotiation and influencing skills, and the ability to work collaboratively with internal and external partners/professionals. - Comprehensive knowledge of computerised business systems. - Proven ability to inspire and motivate others. - Advanced problem solving and analytical skills with the capacity to devise and implement innovative solutions for strategic change. - Proven ability to assess risks and benefits in a complex environment and respond appropriately. - Substantial experience in successful leading, motivating, coaching, mentoring and developing staff.
Details of the specific qualifications and/or experience if required for the role in line with the above description	A recognised professional accountancy qualification (e.g. CIPFA, ACCA, CIMA, ACA or equivalent) with membership of the relevant professional body, or able to evidence equivalent knowledge and experience in public sector finance. Evidence of contracted professional, managerial and personal development. Expert knowledge of local government finance, financial governance, budget management, treasury management, statutory financial responsibilities and the regulatory framework applicable to Fire and Rescue Services. A successful track record of leading and delivering complex financial change programmes, including organisational transformation, service redesign or the establishment of new governance and financial arrangements.
Role Summary	Roles at this level are substantial management roles. They are either managing a multi functional support service within one of the organisation's service areas, or coordinating a specific business development or advisory area. This may involve significant coordination of complex or diverse services, e.g. leading business support services to professional teams, or coordinating teams carrying out specialist advisory or administrative services. More specialised roles will require a full understanding of a professional or specialist field and will work with those both inside and outside the organisation, to influence the development of services or delivery of specific projects or organisational objectives. Their work includes developing and implementing operational plans and contributing to the longer term plans for the area in line with organisational strategy. They will provide sound guidance to more junior managers in terms of planning, service standards and resources which underpin service level agreements. They work closely with customers, staff, agencies and/or contractors to ensure the delivery of services and to meet and exceed expectations. Roles at this level require extensive management experience and high level expertise. They exercise a significant degree of flexibility and independence for decision making within their particular functional area, working to broad parameters and policy guidance. Roles at this level are accountable for the professionalism of service delivery under their remit.

Reason for Benchmarking - please complete the appropriate Business Case below

Reason	Guidance for Business Case	Business Case
A - Creation of a new role	Please provide context to the creation of this new role.	This new role will provide SFRS with dedicated finance resource ahead of vesting day. The funding is through the CFRA governance transition/transitional fund and is fully funded.
B - Creation of a new role as a result of a reorganisation	Provide context for the reorganisation. Please include sufficient detail to explain the extent of the reorganisation (team level, department level, etc) as well as the impact on the responsibilities associated with this profile. How has this work been carried out previously and why this is no longer appropriate or, if there are new tasks, why do they need to be undertaken?	
C - The profile has been reviewed to more accurately reflect the existing duties of the current role	Please explain how the responsibilities of this profile have changed and what the impact of this has been on the team/department. Please state the current grade/level of the role and why the changed responsibilities sit appropriately at the proposed level.	
Date new role profile has been agreed with the role holder(s) Reason C of the business case only		
OM Number of the position - Reason C of the business case		State all position numbers that are affected, if there is more than one position with the same role title and grade. Please note that all position holders have to agree.
Current grade of the position - Reason C of the business case		Manager's OM Number this role reports to - Reason A/B, C above
		2014.0343

Requesting manager's details

Manager's name	Manager's role title	Date request submitted to HR
Sally Wilson	Assistant Chief Fire Officer - Service Support	11-Aug-25

Approval Section

Requesting manager to confirm:		
1. Head of Service approval for the creation/development of the role		
2. Senior Manager confirmation of the available budget		
Please note that it is your responsibility to obtain the appropriate authorisations before the job profile is submitted for job evaluation.		
Position	Name	Date of approval
Head of Service	Sally Wilson	08/11/2025
Senior Manager	Sally Wilson	08/11/2025

To be completed and approved by an HR Advisor

HR Advisor to confirm that the role is set at a correct level within the particular Job Family		
Position	Name	Date confirmed benchmarking to JE Coordinator
HR Advisor/Senior JE Coordinator		
To be completed by JE Coordinator		
Reference Number	BM-2021-592	