

## Job Vacancy

# Director of Finance and Procurement



West Yorkshire  
Fire & Rescue Service

**Post title:**

Director of Finance and Procurement

**Grade:**

Chief Officer – Blue Book  
£124,490 - £131,043

**Location:**

Fire Service HQ, Birkenshaw, Bradford, BD11 2DY  
(Plus Hybrid working)

**Responsible to:**

The Fire and Rescue Authority on Statutory issues. The Chief Fire Officer/Chief Executive Officer on general management issues.



This is an interactive document and is best viewed using Adobe Acrobat Reader. [Click here to download.](#)



# Contents

<b>Overview</b>	<b>3</b>
<b>Welcome message</b>	<b>4</b>
<b>The role</b>	<b>5</b>
<b>Organisation chart</b>	<b>7</b>
<b>Main duties and responsibilities of the role</b>	<b>8</b>
<b>Requirements and application information</b>	<b>10</b>
<b>Indicative timeline</b>	<b>16</b>

We are an equal opportunities employer; we value and celebrate equality, diversity and neurodiversity and inclusion. We particularly welcome candidates from communities that are currently under-represented at WYFRS, including women, racially and ethnically diverse applicants and applicants with disabilities. We can offer support and adjustments for candidates and staff who experience barriers to work that result from health conditions or Specific Learning Differences, such as dyslexia.

WYFRS is a 'Real Living Wage' employer.

---

# Overview

We are the statutory emergency fire and rescue service for the metropolitan county of West Yorkshire, England. We are administered by a joint authority of 22 councillors who are appointed annually from the five metropolitan boroughs of West Yorkshire, known as the Fire & Rescue Authority.

We serve a population of more than two million people, spread over 783 square miles, providing emergency cover 24 hours a day, every day of the year.

Our headquarters and training centre in Birkenshaw, is a new state-of-the-art facility.

There are over 1,500 people who work for WYFRS ensuring that we deliver the highest standards of prevention, protection, response and resilience to the communities of West Yorkshire. We have 953 whole-time firefighters, 140 on-call firefighters, 47 Fire Control operators, and 340 support colleagues, who all contribute daily to 'Making West Yorkshire Safer'.

We operate from 40 fire stations, located across the five districts: Bradford, Calderdale, Kirklees, Leeds, and Wakefield.

We have 46 Emergency Fire Appliances, 4 Aerial Appliances, a Technical Rescue Unit and a number of resilience appliances available to ensure we are operationally ready whenever needed. We also host a suite of specialist resources that can be deployed anywhere in the UK, including high volume pumps, flood response, wildfire response, urban search and rescue, and response to chemical, biological, radiological, or nuclear hazards.

To find out more about WYFRS and our strategic priorities read the [Community Risk Management Plan \(CRMP\) Your Fire and Rescue Service](#).



# Welcome message

## Thank you for your interest in the role of Director of Finance and Procurement at West Yorkshire Fire & Rescue Service.

This is a significant opportunity to join our Executive Leadership Team (ELT) at a time when strong, forward-thinking leadership in public finance has never been more important. Our organisation is committed to protecting the communities we serve through prevention, protection and emergency response, and the effective stewardship of our resources is central to achieving that mission.

As our Director of Finance and Procurement, you will play a vital strategic role in shaping the future sustainability and resilience of the Authority. Beyond ensuring excellence in financial management, governance and procurement, we are seeking a leader who can bring insight, innovation and collaborative thinking to support organisational transformation and continuous improvement.

A key aspect of the role will be supporting me and the ELT in responding to the opportunities and challenges presented through devolution. This will include providing strategic financial leadership, supporting long-term planning and helping to shape the Authority's approach within an evolving regional and public sector landscape.

We are proud to be a values-led organisation with a strong commitment to public service, integrity, inclusion and accountability. We are looking for someone who shares those values and who can build strong relationships with Members, colleagues, partners and stakeholders across West Yorkshire and beyond.

This role requires not only technical expertise, strategic capability, and change leadership but also the ability to inspire and develop others, provide clear and trusted advice, and help navigate the challenges and opportunities facing the public sector.

I hope the information in this candidate pack gives you a sense of both the scale of the opportunity and the ambition of our organisation. If you are passionate about public service and believe you can make a positive contribution to our future, I would be delighted to receive your application.

Thank you again for your interest in joining West Yorkshire Fire & Rescue Authority, and I wish you every success in the recruitment process.



**John Roberts**  
Chief Fire Officer/Chief Executive

Population  
**2.4 million**

Size of area  
**783<sup>2</sup> miles**

Providing  
emergency  
cover  
**24/7**

People working  
for WYFRS  
**1,502**





## The role

**Are you a visionary finance leader with the strategic insight, professional credibility and leadership capability to help shape the future of a major public service organisation?**

Pending the retirement of the existing postholder, an exciting opportunity has arisen to join one of the UK's leading fire and rescue services, playing a vital role in making West Yorkshire safer. At West Yorkshire Fire and Rescue Service (WYFRS), we believe everyone has a part to play, and we are looking for a dynamic and compassionate leader to join our team.

This is a pivotal statutory role with responsibility for ensuring the sound financial stewardship, governance and sustainability of the Authority at a time of increasing complexity and change across the public sector.

As the Director of Finance and Procurement, you will provide clear, impartial and professional financial advice to elected Members, the Chief Fire Officer/Chief Executive and senior leaders. You will lead the delivery of an effective, modern and forward-thinking finance and procurement service that supports our strategic priorities, influences our operating model pre and post devolution and helps us deliver excellent services to the communities of West Yorkshire.

## What You'll Do:

Reporting directly to the Chief Executive, you will be responsible for the proper administration of the Authority's financial affairs in accordance with all relevant statutory responsibilities, including the Local Government Finance framework and the Procurement Act 2023.

### Key responsibilities include:

- Leading the preparation and delivery of the Authority's revenue budget, capital programme and medium-term financial strategy.
- Ensuring the production and certification of statutory accounts and compliance with accounting standards and regulations.
- Providing strategic financial advice to Members, committees and senior leadership.
- Leading treasury management, insurance, payroll and financial governance arrangements.
- Driving financial sustainability, performance improvement and transformational change.
- Managing and developing high-performing finance and procurement teams.
- Supporting effective corporate governance, audit, risk management and scrutiny arrangements.
- Representing the Authority at regional and national forums, including sector finance groups and government consultations.

## What We're Looking For:

We are looking for a collaborative, politically astute and values-driven leader who can operate confidently in a complex public sector environment.

### You will bring:

- A recognised CCAB accounting qualification.
- Significant post-qualification experience within a large, complex public sector organisation.
- A strong track record of leading high-performing finance and procurement functions.
- Experience of presenting complex financial information to executive boards, senior stakeholders and elected Members.
- Excellent communication, influencing and analytical skills.
- Experience of delivering transformational change and modernising financial systems and processes.
- A compassionate and empowering leadership style with a commitment to developing people and teams.
- Strong knowledge of local government finance, accounting standards, treasury management and financial governance.
- You will also demonstrate resilience, sound judgement and a strong commitment to public service values and the National Fire Chiefs Council (NFCC) Core Code of Ethics.

## What We Offer:

This is an opportunity to make a genuine difference in one of the region's most important public service organisations. You will play a critical role in helping the Authority remain financially resilient, innovative and responsive to the needs of our communities.

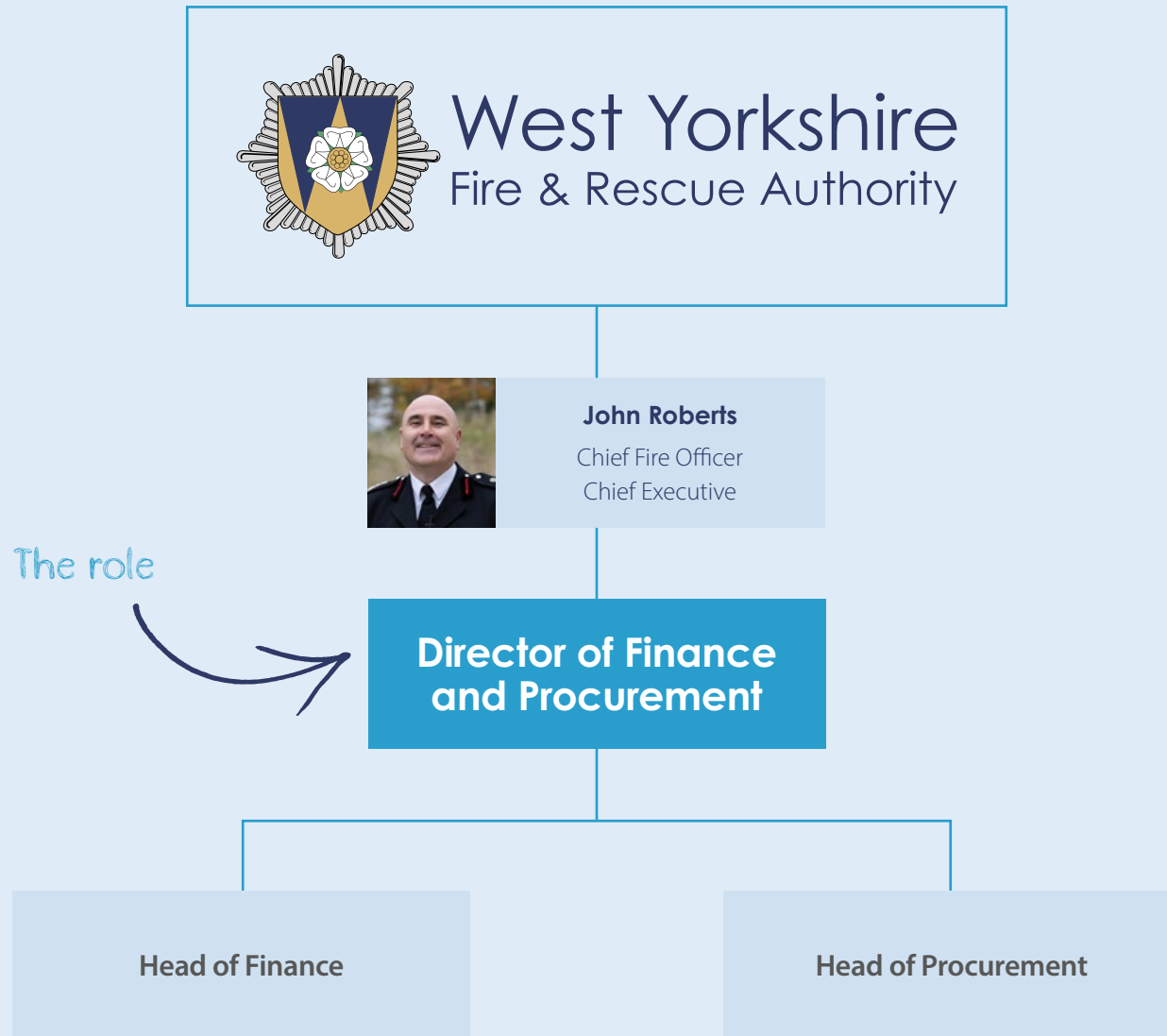
### In return, we offer:

- A highly influential executive leadership role
- The opportunity to shape strategic decision-making across the Authority
- A collaborative and supportive organisational culture
- Excellent pension and total reward package
- Flexible and agile working arrangements

At WYFRS, we're proud of our inclusive and supportive culture, and we're looking for someone who will lead by example, embrace our values, and champion continuous learning.

Please contact Alison Wood,  
Director of Finance and Procurement  
to arrange an informal conversation  
[alison.wood@westyorksfire.gov.uk](mailto:alison.wood@westyorksfire.gov.uk)

# Organisation chart



# Main duties and responsibilities of the role

## Statutory Responsibilities

The Director of Finance and Procurement has statutory duties in relation to the financial administration and stewardship of the Authority. This statutory responsibility cannot be overridden. The statutory duties arise from:

- Section 73 and 105(1) of the Local Government Act 1985.
- The Local Government Finance Act 1988.
- The Local Government and Housing Act 1989.
- The Accounts and Audit Regulations 1996 and 2003.
- Procurement Act 2023.

The Director of Finance and Procurement is responsible for:

- The proper administration of the Authority's financial affairs.
- Setting and monitoring compliance with financial management standards.
- Advising on the corporate financial position and on the key financial controls necessary to secure sound financial management.
- Providing financial information.
- Preparing the revenue budget and capital programme.
- Treasury management.
- Provision of insurance.
- Payment of salaries and wages.



## Financial Management

- Lead, direct and manage the preparation of the revenue budget, capital programme and short, medium and long-term financial strategy for presentation to the Authority.
- Lead, direct and manage the preparation and certification of statutory accounts in accordance with accounts and audit regulations and statement of recommended accounting practice.
- Lead, direct and manage the preparation of regular and timely budget monitoring reports on both the Revenue Budget and the Capital Programme, to identify variances.
- Lead, direct and manage the provision of appropriate financial information to directorates to enable the budget to be managed effectively.
- Determine with Executive Leadership Team (ELT) colleagues the financial implications of all policy developments, changes in service plans and capital projects.
- Review with the ELT the effectiveness and efficiency of current service plans, to provide independent challenge and to develop options for different forms of delivery.
- Lead, direct and manage the maintenance of the financial accounting processes to ensure that statutory accounts and associated claims and returns in respect of grants are prepared.
- Advise on corporate risk profiling and management including safeguarding assets risk avoidance and insurance
- Advise managers on arrangements for effective internal control and financial procedures. These arrangements need to ensure compliance with all applicable statutes and regulations.
- Lead, direct and manage the payment of salaries, members' allowances and creditors and the receipt of business related income.
- Assist service managers to identify sources of external income.
- Provide an effective internal audit function and assist managers in providing effective arrangements for financial scrutiny.

## Corporate Management

- Member of the Authority Corporate ELT.
- Contribute to the effective management and leadership of the Authority.
- Ensure the Authority's financial resources are well managed.
- Advise the Chief Fire Officer/Chief Executive and ELT Directors on strategic financial issues.

## Supporting and Advising the Democratic Process

- Provide clear, impartial, professional advice to the Authority, its committees and individual members.
- Brief, along with the Chief Executive, political groups on the impact of the revenue budget and capital programme.

## Treasury Management

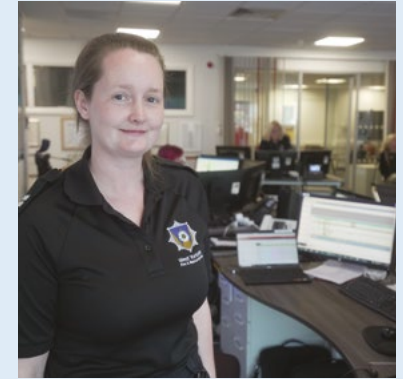
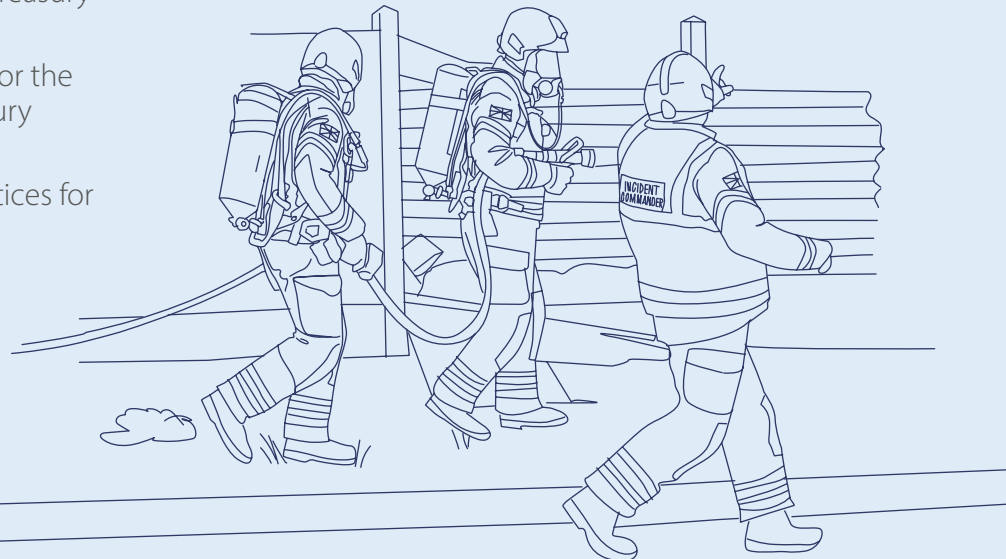
- Formulate borrowing and investment strategies.
- Ensure compliance with CIPFA's Prudential and Treasury Management Code.
- Design, implement and monitor arrangements for the identification management and control of treasury management risk.
- Recommend treasury management policy/practices for approval and review regularly.

## Leadership and Management of the Finance and Procurement Function

- Lead and manage the finance and procurement function.
- Manage the performance and personal development of finance and procurement colleagues.
- Make arrangements for the training of managers and teams on financial issues, as required.

## Corporate Responsibilities

- Represent the Authority where appropriate on national working groups when required.
- Prepare responses to government consultation documents.
- Represent the Authority on the NFCC fire authorities' finance group.
- Liaise with HMRC on issues of taxation affecting both the Authority and its employees.



# Requirements and application information: Experience

## Experience

- ➔ Experience of leading high performing finance and procurement teams that have achieved service excellence. **Essential.** Application & Selection Process.
- ➔ Demonstrable experience of translating complex financial information into written reports and policy. **Essential.** Application & Selection Process.
- ➔ Experience of preparing and presenting detailed financial reports and recommendations to the Executive Board. **Essential.** Application & Selection Process.
- ➔ Experience briefing elected members both at committee and individual level. **Desirable.** Application & Selection Process.
- ➔ Experience of delivering people focused, transformational change programmes/new operating models inclusive of agile development of new financial systems and platforms. **Essential.** Application & Selection Process.
- ➔ A proven ability to coach and develop finance and procurement team members and to encourage, enable and support them to reach their potential. **Essential.** Application & Selection Process.
- ➔ Experience of formulating the council tax requirement, the medium-term financial strategy and producing a set of statutory accounts. **Essential.** Application & Selection Process.



“ As our Director of Finance and Procurement, you will play a vital strategic role in shaping the future sustainability and resilience of the Authority. ”

# Requirements and application information: Essential qualifications

## Essential qualifications



CCAB accountant.

**Essential.**

Application.



Undertake CPD or be able to demonstrate action taken that maintains up to date relevance of accounting qualification.

**Essential.**

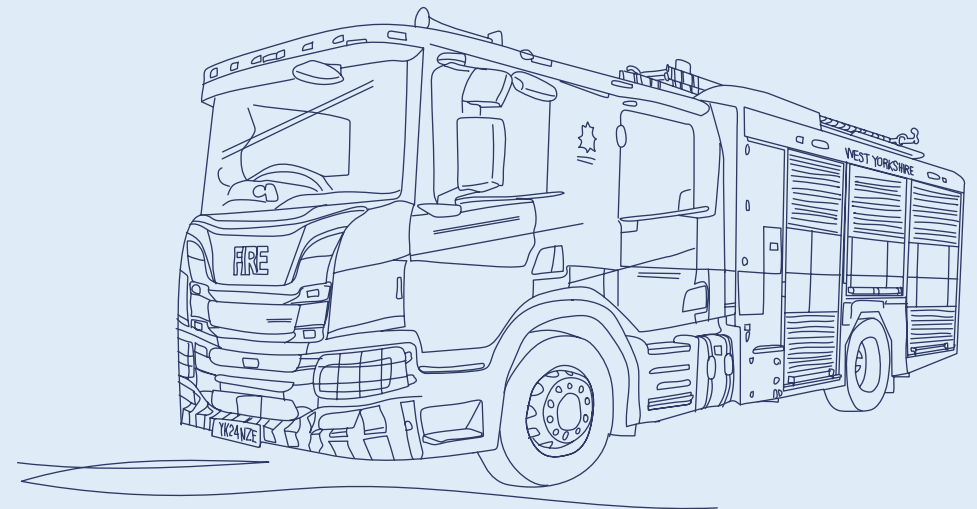
Application.



Leadership and management qualification.

**Desirable.**

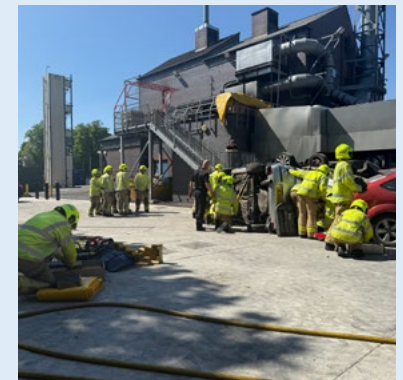
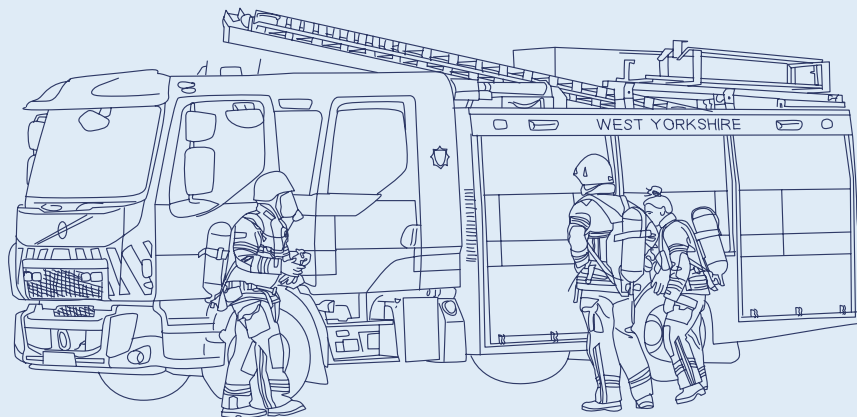
Application.



# Requirements and application information: Knowledge

## Knowledge

- ➔ Extensive knowledge of financial procedures and systems relevant to a public sector organisation developed over a period of at least five years post qualification. **Essential.** Application and Selection Process.
- ➔ A good understanding of accounting code of practice, accounting conventions and accounting standards. **Essential.** Application and Selection Process.
- ➔ Sound knowledge of standing orders and financial regulations of a major public body. **Essential.** Application and Selection Process.
- ➔ An understanding of the democratic processes of policy within local government. **Essential.** Application and Selection Process.



# Requirements and application information: Skills

## Skills



➔	Highly articulate (in writing and orally) with strong engagement and influencing skills.	<b>Essential.</b>	Application and Selection Process.
➔	An empowering, compassionate, collaborative and motivating leadership style with the ability to engage and motivate people to deliver results in line with strategic objectives.	<b>Essential.</b>	Application and Selection Process.
➔	Politically astute and able to navigate organisational politics and culture effectively.	<b>Essential.</b>	Application and Selection Process.
➔	Strong analytic and critical reasoning skills, is capable of effective problem solving and uses data to drive decision making.	<b>Essential.</b>	Application and Assessment.
➔	Comfortable with ambiguity, resilient under pressure and can prioritise own work and the work of others effectively in a complex environment.	<b>Essential.</b>	Application and Assessment.
➔	Ability to use technology to assist in the preparation of complex financial reports.	<b>Essential.</b>	Application and Assessment.
➔	Demonstrates commitment to the values and principles of public service and NFCC Core Code of Ethics.	<b>Essential.</b>	Application and Assessment.
➔	Driving licence and/or ability to travel between Fire Service properties within West Yorkshire.	<b>Desirable.</b>	Application and Assessment.

# Requirements and application information: **Salary and benefits**

## Salary

£124,490-£131,043

## Where will I be based?

The post holder will be based at West Yorkshire Fire and Rescue Service Headquarters. Occasional travel to fire stations and national events will be required.

## Benefits

At WYFRS our people are at the heart of everything we do. It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead, you will benefit from regular performance and development conversations to ensure your development is ongoing.

As a WYFRS employee, you will have access to a favourable total reward package designed to support your wellbeing and make a positive difference to your day to day life, including:

- For a new starter, annual leave entitlement is 27 days, rising to 31 days after five years' service. This is in addition to 8 public holidays.
- A car lease scheme or alternative car allowance.
- Onsite facilities including free car parking and gym.
- Family friendly and flexible working.
- Entry to the Local Government Pension Scheme.
- Wellbeing support including access to counselling services, physiotherapy and a wide range of welfare support.
- Sports clubs and societies.
- Enhanced maternity and family support pay and leave options.



# Requirements and application information: **The application process**

## Application

To apply for the role you will need to complete the online application process no later than 23:55 on Sunday 21 June. The application will include:

1. A CV setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps.
2. A statement of suitability (no longer than 2000 words) explaining who you consider your personal skills, knowledge and experience provide evidence of your suitability for the role. You should cover all the essential knowledge, skills and experience requirements set out in the candidate pack.

Failure to complete both sections will mean the panel only have limited information on which to assess your application.

## The application process

## Shortlist

We hope to notify candidates of the results of shortlisting no later than week ending 22 June 2026.

A panel, including the hiring manager, will assess your application to select those demonstrating the essential knowledge, skills and experience for the role.

## Assessments

You will be required participate in a Stakeholder Engagement Panel and undertake a technical interview and work sample exercise.

Full details of the assessments will be provided to shortlisted candidates. Assessments are designed to support the panel's decision making and highlight areas for further exploration.

## Interview

The final interview will be chaired by the Chair of the Fire and Rescue Authority. It will include a presentation, and you will have the opportunity to have an in-depth discussion of your previous experience and professional competence.

Full details, including the panel composition will be provided in advance.



# Indicative timeline





West Yorkshire  
Fire & Rescue Service