West Yorkshire
Fire & Rescue Service

Terms and Conditions

Job Title: Senior Finance Business Partner

You will be based at Fire Service Headquarters or in any post appropriate to your grade at such other place of employment in the Authority's service as may be required.

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 working pattern and number of days at each will be agreed locally with the line manager and will be determined based on the service needs. The contract of employment will outline all terms and conditions specific to hybrid working and these should be carefully considered.

Salary is Grade 8: £46,579 rising to £49.817 by 3 annual increments.

Salaries are paid monthly by credit transfer to bank or building society. Salaries will be paid on the 15th of each month.

This position is fixed term for 18 months. If the requirements for you to undertake the work for which you have been engaged cease or diminish earlier than this time period, or on at the discretion of the Authority then your fixed term contract of employment will be brought to an end earlier subject to 4 weeks' notice.

Hours – 37 per week. The normal working week is 37 hours from Monday to Friday with a minimum break of 20 minutes. Your actual hours of duty will be as agreed between the employee and manager, in line with the flexible working policy (which allows employees to accrue time and take flexi leave) and subject to the exigencies of the service.

Leave entitlement, if working 5 days per week the full years entitlement will be 26 days rising to 31 - after 5 years' service - plus any statutory public holidays that may fall – Working less than 5 days per week this leave will be pro-rated accordingly.

New employees will automatically join the Local Government Pension Scheme unless you choose to opt out; further information will be given with contract of employment.

The position is subject to a 6 months probationary period, this is time to settle in and establish suitability for the post. We obtain reports from Line manager after 3 months and again after $5^{1/2}$ months. If any problems are identified, guidance will be given. Probation may be extended. However, if problems cannot be resolved, we reserve the right to terminate the contract. After the end of the probationary period appointment will be confirmed and then subject to normal ongoing capability monitoring.

We operate an appraisal process on a yearly basis, which includes a chance to discuss any training and development needs.

Training includes Diversity for Everyone, Manual Handling and Working Safely within the first three months of service.

No smoking on any Authority premises and vehicles.

Free onsite parking.

There are sports and social facilities available such as gym/fitness equipment at HQ and most stations; various social sections such as a walking section, scuba diving section; discounts on things such as annual travel insurance.

Please note, if you have been employed as an Operational Firefighter, and are in receipt of a Firefighter's pension, your pension may be abated if you are appointed. Abatement will occur if your pension plus your new salary adds up to more than your previous salary upon retirement – further details can be provided on request. It's also worth noting that you may also be affected by HMRC rules and should check with the HMRC to see if this applies to you.

During the recruitment process, in line with present Authority policy, it may be necessary for applicant/s that are offered a post to undergo a medical assessment including a drugs test. The medical questionnaire will only need to be completed and sent to the Occupational Health & Safety department once the successful candidate has been given a conditional offer.

The post is subject to receipt of satisfactory references, medical screening, Disclosure & Barring check and completion of Baseline Personnel Security Standard checks. You should note that this may have a bearing on your application.

West Yorkshire Fire & Rescue Service are committed to the safeguarding of our staff, volunteers, visitors and the community that we serve. This includes protecting vulnerable adults and children and young people from potential neglect and harm. All employees must share the same commitment.