

Lancaster City Council - Job Description & Person Specification

Job Title:	Exchequer Services Manager	Grade:	GG511	Job Code:	LCC069
Service/Team:	Resources/ Exchequer	Role Type: *Delete as appropriate	HYBRID	Reports to: *Title & LCC Code	Chief Officer Resources
Line Manages: *Title/s & LCC Code	Exchequer Officer, Exchequer Assistants, Exchequer Development Officer				

Job Overview

Overview

To supervise and manage the Exchequer functions within Resources. To develop policies, procedures and management information in connection with those functions, to improve service delivery to Council Services and to promote greater financial awareness and control throughout the authority.

Direct Responsibilities

Exchequer Services provide a comprehensive service in support of Chief Officers, Section Heads and Officers. The Exchequer Services Manager is expected to ensure the following are delivered:-

- That payments to all customers, both internal and external, are delivered in a timely and accurate manner.
- The prompt and efficient dispatch of invoices, collection / posting of income and management of arrears.
- The preparation and completion of statistical, legislative and other returns, relating to the Exchequer function, in a timely and accurate manner.
- That effective accounting and other associated controls and records are recorded and maintained at all times in accordance with relevant legislation, standards and Council policies.
- To develop and facilitate appropriate training on Exchequer related functions, in line with corporate training programmes, to meet the needs of staff within both Resources and other Council Services.
- To assist with the implementation or upgrading of IT systems used by Exchequer services or integrated with those systems.
- To liaise with both internal and external audit to ensure probity and secure satisfactory annual audits with regard to Exchequer functions.
- To advise on value for money insofar as it relates to Exchequer services and lead on associated service developments.
- To report to the Chief Officer Resources, on all aspects relating to Exchequer services, on a regular basis.
- To contribute to the review and development of Financial Services generally and attend meetings as required

Primary Measurable Objectives

To ensure that all Exchequer activities and functions are undertaken in accordance with the Council's Financial Regulations.

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To establish and maintain effective performance monitoring information and procedures relating to the Exchequer functions, including the review, development and revision of internal procedures to maximise efficiency.

To ensure that effective accounting and other associated controls and records are recorded and maintained at all times in accordance with relevant legislation, standards and Council policies.

To provide advice to all Council Services on any issues in connection with Exchequer services, including Members' allowances, Employee Benefits and associated tax and National Insurance issues, in so far as they are administered by Financial Services, and to liaise appropriately with Human Resources and Member Services.

Staff Management Responsibilities

Full direct line management of Exchequer staff to ensure that an acceptable standard of service is provided at all times, in line with any defined service standards.

To determine the section's objectives and standards, in agreement with the Chief Officer Resources and implement service improvements to ensure that the requirements of customers are met.

To ensure all Exchequer staff are adequately trained in all relevant functions, in order to provide a continuous efficient and effective service.

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	<p>Good general standard of education (GCSE or equivalent)</p> <p>Association of Accounting Technicians (AAT) qualification or equivalent, or other vocational training / qualifications relevant to areas of responsibility</p>	Recognised Management Qualification	App Form, Interview, Certificate
Experience	<p>Experience of managing small groups of staff, ideally covering a variety of activities or functions</p> <p>Experience in any of the following areas:</p> <ul style="list-style-type: none"> • Payroll & Allowances, • Creditors or Sundry Debtors (Accounts payable / receivable), • Income Management <p>Extensive experience in the use of IT in a financial context, including use of financial systems and Microsoft Office</p> <p>Experience / involvement in project management, including systems implementation and development</p>	<p>Experience in attending and providing advice to working groups and/or meetings</p> <p>Experience of developing and delivering training programmes</p> <p>Experience of working in a decentralised function, or involvement in re-engineering functions or activities.</p> <p>Experience of CIVICA Financial suite</p>	App Form, Interview
Job Related Skills, Knowledge & Abilities	<p>Knowledge of legislation and/or regulations as they relate to payroll, creditor and debtor administration, income management and information management</p> <p>Knowledge of National Insurance and Taxation (ideally as relevant to a Local Authority)</p> <p>Ability to lead and supervise a team</p>	<p>Knowledge and experience of financial systems operation, development, and administration.</p> <p>An appreciation of current developments in Local Government</p>	App Form, Interview

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	<p>Ability to plan and prioritise work, and control and manage workloads</p> <p>Ability to meet and manage deadlines, working in a sometimes pressurised environment</p> <p>The ability to apply sound judgement and initiative in providing advice and in developing or using systems</p> <p>Ability and willingness to develop knowledge and learn new skills</p> <p>Ability to contribute enthusiastically and effectively to continuing service development, including training</p> <p>Good written and verbal communication skills</p> <p>Practical yet innovative attitude to problem solving</p> <p>Self motivated; confident, flexible and open to change</p>		
Personal Attributes Including Interpersonal & Communication Skills	<p>Good interpersonal skills, in particular the ability to build effective working relationships with staff at all levels and from all services – to have customer focus.</p> <p>A 'can do' positive attitude to work and completing projects</p>		App Form, Interview
Special Requirements/Other	<p>The ability and availability to work at any of the Council's offices as necessary</p> <p>The ability and availability to work irregular hours on occasion, if workload and service delivery requires</p>	Holder of a current full driving licence and regular access to a car	App Form, Interview

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Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	