

## Policy and Resources (Vacancy Monitoring) Sub-Committee

### Request to Fill a Vacancy Graded NLC12 and Above

<b>Service:</b> Regeneration and Environmental Services	<b>Division:</b> Support Services
<b>Section:</b> Finance and Technology Solutions	<b>Post:</b> Portfolio Manager (Temporary)
<b>Grade:</b> NLC 12	<b>Current Salary Scale:</b> £ 31,062 - £ 38,151
<b>Date vacancy occurred:</b> 24/06/2013	
<p><b>Reason for vacancy:</b> The postholder has been appointed to an NLC14 temporary maternity cover post within the section for an anticipated period of approximately 11 months. This vacancy is therefore temporary for the same overall timeframe; likely until May/June 2014.</p>	
<p><b>What are the consequences of not filling this post?</b></p> <p>The Portfolio Manager post provides a professionally qualified accountant standard of business advisory and financial monitoring support to a key front-line Council service, Facility Support Services, which has a gross budget of £33million. If the post is not filled then there will be inadequate staffing resource to provide reliable budget monitoring information, accurate statements of projected performance, assistance with efficiency savings delivery, and generally meet the level of financial control expected under the Council's Financial Regulations.</p> <p>It is likely that the service would be unable to fully meet deadlines for the completion of key tasks such as, for example, budget monitoring reports each period, efficiency savings monitoring statements, quarterly key performance indicators, APSE benchmarking returns, milk subsidy funding claims, and other ad-hoc financial tasks.</p>	
<p><b>What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate?</b></p> <p>Consideration has been given to spreading the workload of the post across other Portfolio Managers within the section, however the number of staff at this level in the section was reduced in 2012-13 and there is not sufficient capacity to provide adequate cover at the appropriate level of professional expertise.</p> <p>Consideration has been given to the original postholder continuing to provide support to cover the workload of the post, in addition to undertaking the new post that they have been appointed to. However, the demands of the temporary NLC14 post are such that there is not sufficient capacity to provide adequate support to both posts.</p>	

The following documents are enclosed with this form:

(✓)

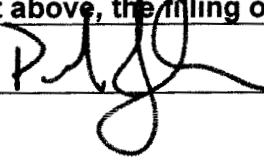
1. Job Description

2. Organisational Chart (detailing location of post in structure and including number of posts at same level)

I confirm that, for the reasons set out above, the filling of this vacancy is considered essential.

Signature

Executive Director:



Date: 4/7/13

Human Resources use:

Date of Vacancy Monitoring Sub-Committee \_\_\_\_\_

APPROVE / NOT APPROVE / CONTINUE



## North Lanarkshire Council

### Job Description

<b>Service :</b>	Regeneration and Environmental Services
<b>Division:</b>	Finance & Technology Solutions
<b>Job Title:</b>	Portfolio Manager (temporary)
<b>Post Reference:</b>	ES/SS/
<b>Responsible to:</b>	Business Manager (Financial Development)
<b>Grade:</b>	NLC12
<b>Conditions of Service:</b>	

#### Job Outline:

Responsible to the Financial Services Manager for the preparation of the revenue estimates, budget monitoring and final accounts for a major operational service of the Council. Assist the Financial Services Manager in reviewing and developing financial systems, training plans, service objectives and performance standards.

#### Main Duties and Responsibilities

1. Responsible for the detailed preparation of the revenue estimates for the Service and associated Trading Accounts, including the preparation of any necessary reports and statements which require to be submitted to the relevant committee of the Council.
2. Responsible for ongoing monitoring of actual expenditure against the approved budget highlighting and timeously reporting variations from budget for both the service and associated Trading Accounts.
3. Assist in the preparation of the annual accounts and report of the Council ensuring that all accounting entries are properly included in the year end accounts.
4. Preparation of relevant expenditure reports within prescribed timescales, for submission to the spending committees of the Council.
5. Assist the Chief Accountant / Financial Services Manager in reviewing and developing management information systems.
6. Assist the Chief Accountant / Financial Services Manager in management of the accounting team through participation in the process of work plans, objective setting and performance review.

7. Provide financial advice and assistance to other services of the Council that will enable them to efficiently and effectively manage their operational activities.
8. Develop a good working relationship with relevant senior management through effective communication and interpersonal skills.
9. Complete all necessary government returns, grant claims and financial returns.
10. To attend and provide financial advice to Council Committees and other working groups as required.
11. Management and supervision of relevant support staff.
12. Keep up to date with all necessary legislation, regulations and guidance as it may effect operation of the service.
13. Prepare reports and attend meetings of the Council as and when necessary.
14. To undertake any ad hoc tasks that may arise or as directed by the Head of Section.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

# Finance and Technology Solutions

