

# NORTH LANARKSHIRE COUNCIL

## REPORT

To: INTERIM EXECUTIVE COMMITTEE		Subject: Finance Department Structure and Appointment of Accounting Manager
From: DIRECTOR OF FINANCE		
Date: 18 September, 1995	Ref: JM/EMcC/ NL41	

Further to my report (see Item 8b - Agenda of meeting 21st September), I now enclose appendices to the report relating to the job outlines for the posts of Accounting, Technical and Audit Managers.

I wish to draw the attention of the Committee to the fact that, following consideration of the points made at a previous meeting, I have transferred the duties relating to Risk Management and Insurance from the Audit Manager to the Technical Manager.

As a consequence, the appropriate team will be transferred and the salary of the Audit Manager revised to PO21 (£32,298 - £34,689).



# **NORTH LANARKSHIRE COUNCIL**

## **JOB OUTLINE**

### **ACCOUNTING MANAGER**

The Accounting Manager is accountable to the Head of Accounting Services, taking day to day responsibility for the work of the accounting and budgeting teams under his/her control.

The role will embrace:

- the recording and proper allocation of all the financial transactions of the Council
- the production of the annual Abstract of Accounts
- the preparation of the accounts for associated companies and trusts (other than the Municipal Bank)
- the preparation of Area Committee accounts
- the preparation of the Statement of Support Service Costs
- the submission of central Government etc returns (including bids for capital allocations)
- the submission of grant claims
- the provision of information to the Council and its officers to ensure that capital and revenue expenditure is controlled, that all income is collected and accounted for and that all expenditure is incurred in accordance with Standing Orders, Financial Regulations and budgets
- the preparation of DSO/DLO and other trading accounts and the provision of information to the Council and its officers to ensure that financial targets are being achieved
- the provision of information to the Council and its officers to enable the proper management of devolved school budgets and care in the community
- the allocation of central and other appropriate costs
- the preparation of Annual Revenue Budgets and Capital Plans
- the production of the financial information to be shown in the Annual Report and Financial Statement
- the provision of advice and the production of information relating to the preparation of CCT tenders and specifications

The foregoing will involve

- co-operating on a regular basis with the appropriate financial and operational officers in other departments
- consulting and co-operating with the Technical Manager in order that the relevant provisions of Codes of Practice and statute are implemented

Appropriate contributions will be made to the formulation and monitoring of the implementation of

- the Council's policies, policy objectives and programmes including those relating to efficiency, effectiveness, decentralisation, devolution of financial management and customer care
- the Finance Department Service Plan
- Service Level Statements

## **NORTH LANARKSHIRE COUNCIL**

### **JOB OUTLINE**

#### **TECHNICAL MANAGER**

The Technical Manager is accountable to the Head of Accounting Services, taking day to day responsibility for the work of the technical teams under his/her control.

The role will embrace:

- the provision of advice to the Council and its officers on, and ensuring the implementation of, relevant Codes of Practice and statutory requirements
- the provision of advice on entitlement to grant and alternative sources of finance
- the financial appraisal of Council plans and projects
- the provision of advice on the financial implications of CCT legislation and Codes of Practice
- the implementation of the Capital Accounting regime and the financial aspects of the Council's property management arrangements
- the provision of advice relating to the Distribution etc. mechanisms of Revenue Support Grant
- the investigation into companies etc. with whom the Council has dealings
- the financial arrangements relating to the transfer of assets from Cumberland Development Corporation
- the development and implementation of the Council's Risk Management Strategy
- the arrangement of appropriate insurance cover and the use of such funding arrangements as may be necessary
- the submission and settlement of claims
- the development and implementation of the Finance Department Service Plan including the development of measures of performance and mechanisms of performance review

The foregoing will involve

- co-operating on a regular basis with other appropriate officers
- carrying out extensive research and keeping up to date with developments in the field of Local Government Finance

Appropriate contributions will be made to the formulation and monitoring of the implementation of the Council's policies, policy objectives and programmes including those relating to efficiency, effectiveness, decentralisation, devolution of financial management, customer care and performance review throughout the authority.

# **NORTH LANARKSHIRE COUNCIL**

## **JOB OUTLINE**

### **AUDIT MANAGER**

The Audit Manager is accountable to the Head of Accounting Services, taking day to day responsibility for the work of the audit teams under his/her control.

The role will embrace:

- the development and implementation of a comprehensive Audit Strategy covering such areas as computer, probity and contract audits
- the preparation, review and monitoring of the Council's Financial Regulations and the financial elements of Standing Orders
- the development, in association with other officers, of techniques of VFM and performance measurement and the carrying out of VFM audits

The foregoing will involve the preparation and implementation of Annual Audit Plans.