


Policy and Resources (Vacancy Monitoring) Sub-Committee

Request to Fill a Vacancy Graded NLC12 and Above

Service: Regeneration & Environmental Services	Division: Environment and Estates
Section: Finance and Technology Solutions	Post: Portfolio Manager (Temporary) (28 hours per week)
Grade: NLC12	Essential Qualification: CCAB Qualification
Date vacancy occurred: 25 September 2015	Current Salary Scale: £34,494 to £38,916 pro rata
Reason for vacancy: Employee offered a temporary post in another Service for a period of approximately 1 year.	
What are the consequences of not filling this post? This post provides essential financial support to business managers across the service and ensures that there is budgetary control. If this post is not filled there is a risk that all necessary financial processes may not be completed.	
What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate? There are no alternatives available and there is a risk that the current requirement for accurate and timeous financial information will not be met.	
The following documents are enclosed with this form: (✓)	
1. Job Description	<input checked="" type="checkbox"/>
2. Organisational Chart (detailing location of post in structure and including number of posts at same level)	<input checked="" type="checkbox"/>
I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.	
Signature Executive Director: 	Date: 07.10.2015
Human Resources use: Date of Vacancy Monitoring Sub-Committee _____ APPROVE / NOT APPROVE / CONTINUE	

NORTH LANARKSHIRE COUNCIL

JOB DESCRIPTION

Service :	Regeneration and Environmental Services
Division:	Finance & Technology Solutions
Job Title:	Portfolio Manager (Temporary)
Responsible to:	Business Manager (Financial Development)
Grade:	NLC12

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

Executive Director of Regeneration and Environmental Services

Business Service Manager (Finance and Technology Solutions)
NLC17 (1 FTE)

Business Partner (Financial Development)
NLC14 (0.8 FTE and 0.2 FTE)

Portfolio Manager
NLC12 (5 FTE)
Budget Monitoring Officer
NLC11 (1 FTE)

Accountancy Assistant
NLC9 (6 FTE)
Regeneration Support Officer
NLC7 (1 FTE)

Finance Recharge Assistant
NLC6 (1 FTE)