



JOB DESCRIPTION

DESIGNATION/POST TITLE	:	Exchequer Manager
POST NO	:	W-FS-EX035
DIRECTORATE	:	Resources
DIVISION/SECTION	:	Finance
LOCATION	:	Civic Offices
POST GRADE	:	Grade 11
RESPONSIBLE TO	:	Operational Manager – Exchequer Services
RESPONSIBLE FOR	:	All Staff dealing with the Collection and recovery of Council Tax, NNDR, Sundry Debts, Car Loans, Mortgages, Cash income and Benefits overpayments.
LIAISON	:	Officers at all levels within the Authority, external organisations, suppliers employees, members, Wales Audit Office, DWP, HMRC, Valuation Office, Courts, Police, Enforcement Agents, other Local Authorities and Government Agencies
MAJOR PURPOSE OF POST	:	Manage and supervise (including recovery of overpayments) Exchequer Revenues function for the Council.

MAIN DUTIES AND RESPONSIBILITIES

This job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

1. Development and supervision of the operation of the revenue systems and procedures to ensure accurate data retention, management of transactional processes and correct administration. This includes

- Management, development and testing of ICT systems to ensure accurate processing and reporting
 - Management and development of the associated processes and procedures for income recovery
 - Work planning and allocation
 - Support and lead where appropriate on the management of new initiatives as they become applicable
 - Ensure efficient systems are in operation to maximise the use of information coming into the section and remove duplication.
 - Ensuring effective reporting from the ICT systems to ensure that the Council's reporting needs are met and delivered accurately.
2. Managing the Council Tax Office, NNDR Office, Income Recovery Office and Cashiers function including the supervision of the teams, work planning and allocation, staff training and development and monitoring performance against Council set standards.
 3. Support the Operational Manager – Exchequer Services in the performance of their duties including deputising as necessary and attending meetings, committees, working groups and seminars.
 4. Assist in the formulation of a collection programme to maximise the revenues of the Council having regard to its policies and procedures , including the planning and supervision of its implementation
 5. Arrange the issue of recovery correspondence including the organisation of the issue of summonses, grant of liability orders and charging order procedures.
 6. Liaison with the Courts and other agencies to effect an efficient policy of collection and attendance at Courts.
 7. Attending Court and Tribunals to represent the Council.
 8. Liaise with performance and benchmarking networks to keep up to date with legislation changes and share information on working practices.
 9. Work with ICT / System Administrators to undertake testing for year-end upgrades and support development testing as appropriate which affects the Income Recovery systems / modules.
 10. Keep up to date and familiar with current Government Legislation and Regulations and highlight changes which will have an impact on the provision of the service.
 11. Maintain strict confidentiality of all data and deal in confidence and sensitively with employee, welfare and pay queries.
 12. Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures

13. To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties
14. To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
15. To implement the principles of the Council's Environment Policy while carrying out the above duties.
16. To report without delay any safeguarding concerns to the appropriate safeguarding officer.
17. Maintaining strict confidentiality of all personal and computerised data in accordance with the Data Protection Act and associated legislation.

Such other duties and responsibilities commensurate to the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

SIGNED: _____ DATED: _____
Director/Chief Officer

SIGNED: _____ DATED: _____
Post Holder