

Statutory responsibility for sound financial administration, exercised through:

- Approval of policies, procedures and systems proposed by the Shared Finance Service (SFS) for operational use in WBC or the shared services
- Advice to Members, sometimes personally (although normally based on advice from SFS), sometimes through delegation to SFS. Likely need to attend Council, Cabinet, Audit Committee, occasional Functions, all/most meetings with Portfolio Holder team and PH for Finance. Assume SFS to attend Budget Panel and occasional Scrutiny meetings
- Advice to officers, attendance at CMB or equivalent (but without raising scope for conflict with SFS advice)
- Client supervision of SFS and shared Revenues and Benefits, through SLA and PI monitoring, quality review of SFS output e.g. financial implications comments in reports, budget monitoring, internal and external audit reports, including Use of Resources
- Review of SFS analysis of new legislation, consultation papers etc to consider impact on WBC
- Liaison with external auditor, including commenting on draft audit reports
- Annual review of the adequacy of internal audit
- Drafting or approving the assessment of risk and adequacy of balances in the budget report
- Signing the accounts, issuing the letter of representation
- Certifying claim forms, Logasnet authorisation and other returns or authorisations specific to S151 officer
- Giving advice and guidance to SFS on the interpretation of policies and procedures for application in WBC
- Agreeing harmonisation of working practices where possible with TRDC S151
- Making representations to the Joint Committee about resources for the shared services particularly if concerns about cost or quality arise
- Advising WBC if the SFS is not delivering and cannot be improved within existing resources, structure etc
- Carrying out S114 duties if necessary
- Developing and maintaining enough contact with leading Members and senior staff in WBC plus contact with SFS to have a good awareness of council issues, over and above the formal information routes
- Identifying training needs for Members and officers
- Nominated Anti-Money Laundering officer, approvals under RIPA (unless taken by shared services)