

- Interpret, analyse and present data to give advice on decisions relating to service delivery and procurement issues.
 - Ensure effective representation of the Council in any appropriate formal process to ensure that the Council's position is protected and minimise the risk of loss.
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4. Decision making

- Operational decisions relating to recruitment, deployment and management of resources within Exchequer Services commensurate with the level of the post.
 - Operational decisions relating to service provision including specification of policies and procedures to meet statutory and Council aims.
 - Authorised to sign cheques and approve cash transactions in accordance with the Council's bank protocol
 - Making recommendations on all expenditure to be incurred and procurement relating to Exchequer Services.
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5. Financial Responsibilities

- As designated main budget holder the post holder is accountable for significant expenditures from agreed budgets (c. £3m) and the setting and monitoring of those budgets.
 - Authorisation of expenditure up to £50,000
 - Income from Council Tax, NNDR and debtors of c.£70m and benefits expenditure of c.£24m
-

6. Key Contacts / Relationships

To support the effective operation of the service:

- Exchequer Services Managers and staff to enable service provision to the required standards
 - Members
 - Corporate Management
 - Council Departments
 - Audit
 - Regulatory bodies such as audit Commission, Ombudsman, Courts and Tribunals
 - Government Departments
 - MPs
 - Partners and service users - to ensure the services meet the requirements of users.
-

7. Standard Clauses

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Disclosure and Barring Checks

In those posts where post holders have access to either children, vulnerable adults or highly confidential information a Disclosure and Barring check will be undertaken prior to that person’s appointment to the job.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: Ian Sankey, Director of Resources and Deputy Chief Executive

Date: February 2021

Version: 1.0 – February 2021

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

Person Specification

JOB TITLE: Exchequer Services Manager

POST NO: EXCHSERMAN

Essential Criteria	Assessment	Desirable Criteria	Assessment
EXPERIENCE	A / I / D / T		A / I / D / T
Experience of managing an Exchequer Services Function including a Revenues and/or Benefits Service at a senior level.	A I T	Experience of managing a Revenues and/or Benefits Service in Local Government at a senior level.	A I T
Substantial experience of working within a Revenues and/or Benefits Service.	A I		
Experience of advising, supporting and developing a multifunctional team within an Exchequer Services area.	A I T		
Experience of developing, implementing and reviewing services.	A I		
Experience of managing and delivering projects within required timeframe and budget.	A I		
Experience of working effectively to deadlines and managing conflicting priorities.			
Experience of applying Revenues and Benefits legislation in an operational environment.	A I		
Experience of implementing digital systems and designing operational changes to achieve efficiencies whilst maintaining customer service.	A I	Implementation of digital services within Revenues and Benefits Service within Local Government.	A I
Experience of policy development within the Exchequer Services area, and in particular within the Revenues and Benefits service.	A I		
Experience of managing and setting budgets.			
Experience of analysing and presenting data to inform senior/corporate management decisions.			

QUALIFICATIONS			
Substantial management experience in a Revenues and Benefits environment.	A I D	<p>A relevant professional qualification (minimum IRRV Level 3)</p> <p>Evidence of continuous relevant professional development.</p> <p>Degree or equivalent professional qualification.</p> <p>Managerial qualification.</p>	A I D
SKILLS & KNOWLEDGE			
A thorough managerial and technical knowledge relevant to the efficient and effective delivery of a high quality Exchequer Services function, with particular focus on the Revenues and Benefits Service.	A I D	A good working knowledge of local government protocol, procedures and systems.	A I
Able to work on own initiative and use judgement to achieve service objectives and promote innovation and service improvement.	A I		
Understanding of the fundamental systems and processes required to maintain the service and ability to assess their effectiveness.	A I		
Knowledge of the legislation and statutory framework affecting service delivery in the Exchequer Services area, with particular focus on the Revenues and Benefits Service; and the ability to apply this knowledge in practice.	A I T		
Aptitude for problem solving and decision making and the ability to exercise judgement under complex and pressurised circumstances.	A I		

Able to motivate staff, set priorities and targets, direct and plan work to provide an integrated service to meet service standards/deadlines.	A I	High level leadership and motivational skills.	A I T
Competence in verbal and written communication including presentation, negotiation and advocacy skills. .	A I		
Competent numerical skills including IT skills			
Ability to apply technical knowledge in an operational environment.	A I		
Ability to consider the wider impact of policy/development issues arising within the area of revenues & benefits including political sensitivity and the practicality of applying policy.	A I T	A knowledge of the current trends and developments in local authority services.	
Ability to maintain internal and external networks to keep up to date with relevant developments.	A I		
Ability to deal competently and diplomatically with members of the public, elected members and partner organisations; and to promote a positive image for the Council.	A I		
Ability to interpret, analyse and present data and to inform decisions relating to service delivery and procurement issues.	A I T		
OTHER REQUIREMENTS			
An enthusiastic and flexible attitude, willingness to learn and a commitment to high quality of work.	A I I		
Demonstrable commitment to equality of opportunity.	A I		

Understanding of the major issues facing the Revenues and Benefits service and changes required to maintain effective service delivery.	A I		
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Assessment: A – Application Form I – Interview T – Test D – Documentation

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