

The Chief Officer (Financial Services) is the Council's Chief Finance Officer¹, and is authorised² to discharge the following functions³

- 1) Setting, supporting and monitoring the Council's financial strategy;**
- 2) Ensuring effective financial management and controls, including:-**
 - a) Reporting on the robustness of the Council's financial plans;
 - b) managing the Council's borrowing and investment requirements;
 - c) managing and monitoring the Council's revenue budget and capital programme;
 - d) preparation and closure of the Council's financial accounts;
 - e) managing the Council's tax affairs; and
 - f) internal audit.
- 3) Setting, supporting and monitoring the council's policies and procedures for budgets**
- 4) Administering effective financial management and controls, including:-**
 - a) Administration and collection of council tax and business rates, and collecting other money that is owed to the council;
 - b) administration of payroll and pensions; and
 - c) insurance for the council.
- 5) Corporate Governance, including**
 - a) development, support and monitoring of the Council's systems of internal control; and
 - b) preparation of the Annual Governance Statement.

¹ Appointed in accordance with Section 151 Local Government Act 1972 (See Article 12) and as set out in the Chief Finance Officer Protocol at Part 5(k) of the Constitution

² Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

³ Together with similar and ancillary functions which have not been delegated to another Director.