

**The Chief Officer (Financial Services) is the Council's Chief Finance Officer<sup>1</sup>, and is authorised<sup>2</sup> to discharge the following functions<sup>3</sup>**

- 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.

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<sup>1</sup> 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

<sup>2</sup> 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.

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