

Decision under Delegated Powers**Officer Requesting Decision**

Head of Finance and Property Services

Officer Making the Decision

Chief Executive

Recommendations

That with effect from 1 April 2015:

1. Accountancy Assistant, post F314, will have the hours reduced from 37 to 20 per week and a new Job Description and Person Specification be adopted.
2. A new full time, permanent Payroll Officer post be created for 37 hours per week at scale 6 reporting to the Senior Payroll Officer.
3. The current postholder of the Accountancy Assistant, post F314, be slotted into the new Payroll Officer post.
4. Revised Job Description and Person Specification for the Senior Payroll Officer, post F265, be adopted and they will report to the Head of Finance & Property Services.

Reasons

1-4 To reorganise the Payroll and Accountancy functions so that they are both adequately resourced.

Authority for Decision

Under Section 8 of the Council Constitution the Head of Paid Service (Chief Executive) has delegated authority 'to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) in any single case' (item 6 on page 8-4 of the Constitution).

Decision and Date

APPROVED



01 APRIL 2015

Background

1. This restructure is required as the current structure which was introduced nearly two years ago in 2013 is not working as envisaged. The workload required in the Payroll section has increased due to:
 - The HMRC requirement for monthly Real Time Information,

- The full introduction of auto-enrolment for the pension scheme,
 - New monthly requirements from the Local Government Pension Scheme,
 - Two new payrolls introduced for Elections and Fearon Hall, with over three hundred employees on these two payrolls, and
 - Increased systems administration work, due to more updates and patches, following the upgrade of the payroll/HR system.
2. The proposed changes to the Payroll and Accountancy services are:
 - Create a full time Payroll Officer post at scale 6 reporting to the Senior Payroll Officer,
 - The Senior Payroll Officer will report to the Head of Finance & Property Services rather than the Technical & Project Accountant,
 - Create a part time Accountancy Assistant post, at 20 hours a week, to take on the work currently carried out by the Accountancy Assistant, post F314, which covers accountancy and payroll work.
 3. This new structure will provide adequate resources and more resilience in both the payroll and accountancy sections.
 4. A copy of the consultation document is attached.
 5. There were no substantive responses to the consultation. The only actual responses were detailed ones from the two staff members directly concerned in respect of JDs and the consultation document itself and these have been satisfactorily resolved with the staff concerned.

Comments from HR

Anna Cairns (20/3/15)

This restructure has been through the correct consultation period, and all changes to Job Descriptions have been Job Evaluated.

The vacant post/hours should be advertised through the normal recruitment process.

Financial Implications

The financial implications including overheads are:

		Current Cost	New Cost	Variance
		£	£	£
1	Accountancy Assistant, F314	32,300	17,900	14,400
2	New Payroll Officer	0	32,300	(32,300)
	Total	32,300	50,200	(17,900)

This additional £17,900, at the top of the scale, will be met by a service pressure of £18,100 agreed as part of the 2015/16 budget process.

Risk Management

No specific risks have been identified with this report.

Key Decision: No

Background Papers: Consultation Document attached



Charnwood

CORPORATE SERVICES DIRECTORATE

CONSULTATION DOCUMENT FOR FINANCE

3 March 2015

1. Background

- ❖ This restructure is required as the current structure which was introduced nearly two years ago in 2013 is not working as envisaged. The workload required in the Payroll section has increased due to:
 - The HMRC requirement for monthly Real Time Information,
 - The full introduction of auto-enrolment for the pension scheme,
 - New monthly requirements from the Local Government Pension Scheme,
 - Two new payrolls introduced for Elections and Fearon Hall, with over three hundred employees on these two payrolls, and
 - Increased systems administration work, due to more updates and patches, following the upgrade of the payroll/HR system.
- ❖ The proposed changes to the Payroll and Accountancy services are:
 - Create a full time Payroll Officer post reporting to the Senior Payroll Officer,
 - The Senior Payroll Officer will report to the Head of Finance & Property Services rather than the Technical & Project Accountant,
 - Create a part time Accountancy Assistant post, at 20 hours a week, to take on the work currently carried out by the Accountancy Assistant, post F314, which covers accountancy and payroll work.
- ❖ This new structure will provide adequate resources and more resilience in both the payroll and accountancy sections.

2. Current structure

- A chart of the current structure is attached at appendix 1

Job Title	Grade	Hours
Accountancy Assistant – Post F314	Sc 6	37
Senior Payroll Officer – Post F265	SO2	30

3. Proposed structure

- ❖ The proposed new structure is also shown on Appendix 1
- ❖ The new job descriptions and person specifications are attached as appendix 2.

Job title	Grade	Hours
New Payroll Officer, Post XXXX	Sc 6	37
New Accountancy Assistant, Post F314	Sc 6	20
Senior Payroll Officer	SO2	30

4. Redundancies

There will be no redundancies arising from these changes.

5. Comparability

Under normal circumstances it is expected that there will be comparable posts in the current and new structures. Individual employees should be identified as having comparability where the content of a new job is the same or substantially the same as that of their current job. An employee will normally only be deemed to be comparable with one post in the new structure. It is possible for an employee to be comparable with a post at a different grade to their current job, but it is likely that this will only be by one grade above or below their current job.

Comparable jobs

Employee's name	Job Title	Grade	Hours
Matthew Whittaker	Payroll Officer	Sc 6	37
Nicola Brown	Senior Payroll Officer	SO2	30

New job

Job Title	Grade	Hours
Accountancy Assistant	Sc 6	20

During the consultation period, an employee is entitled to challenge the decision regarding which post they are deemed to be comparable with or not. Any challenges should be submitted in writing to John Casey within the first 10 working days of the consultation period, in order to give adequate time for consideration

and to make any alterations to the proposals. Consultation will not end until after the challenge has been considered and the outcome communicated in writing to all affected employees (as a successful challenge may result in changes in the posts available to other employees).

6. Working arrangements

- ❖ All current employees affected will continue to work at the Council's offices in Southfields, Loughborough, and there will be no material changes to their working arrangements.

7. Selection

- ❖ The only post subject to a selection process will be the new accountancy assistant post. This will be recruited to in the usual manner.

8. Redundancy

- ❖ There will be no redundancies arising from this restructure.

9. Supportive measures

Counselling Service

Employees affected by organisational change can contact the AMICA Telephone Counselling Service for confidential advice and support.

10. Timescales and dates

Event	Timescale / Proposed Date
❖ Informal consultation	Commenced October 2014
❖ Start of formal consultation period at Team Brief - 10.00am in the Accountancy section	3 March 2015
❖ Consultation Document issued to all Financial Services staff	4 March 2015
❖ Meetings to take place	6 and 13 March 2015 if required.
❖ Consultation ends	18 March 2015
❖ Implementation of new structure	1 April 2015

11. Consultation feedback

The Council is committed to full and meaningful consultation with employees and with our recognised trade unions. Consultation will be undertaken with a view to reaching agreement and any representations or counter proposals made will be fully considered.

- ❖ Responses to the Consultation Document are to be submitted by email to john.casey@charnwood.gov.uk
- ❖ General issues raised and the Council's responses will be circulated by e-mail to all staff in Financial Services.

12. Authorisation

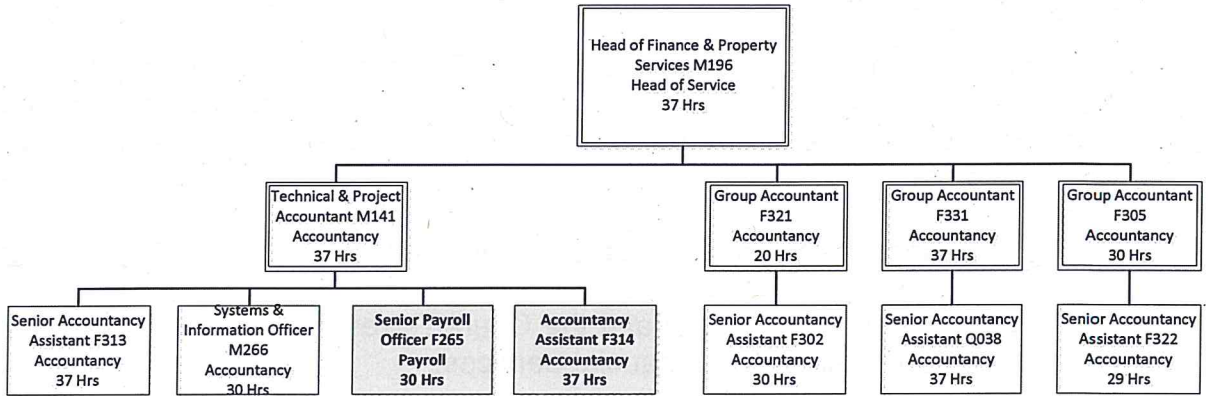
This Consultation Document has been agreed by the Strategic Director – Corporate Services.

Yes No

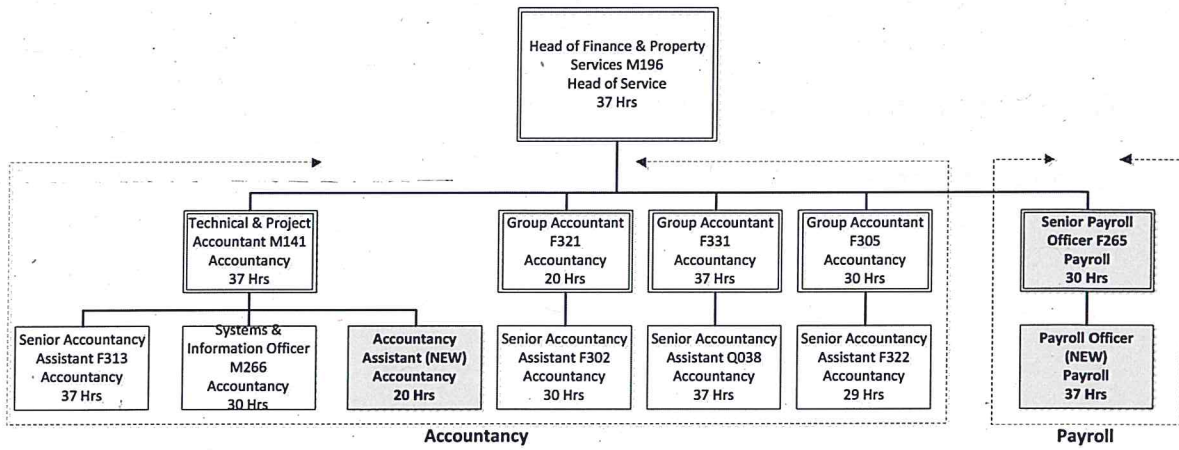
Approved by Strategic Director:

Signed ...S Jackson 3.3.15.....

Accountancy & Payroll Current Structure



Accountancy & Payroll Proposed Structure





Charnwood

Division:	Financial Services - Payroll
Job Title:	Senior Payroll Officer
Grade:	SO2
Post Number:	F265
Base/Location:	Council Offices
Responsible To:	Head of Finance & Property Services
Responsible For:	XXXX - Payroll Officer
Key Relationships/ Liaison with:	

Job Purpose
<ul style="list-style-type: none"> • To have responsibility for the overall effective running of the Payroll system. • The production of payrolls for the Council's employees, elected members, election payrolls and Fearon Hall, ensuring that correct procedures, authorities and Conditions of Service are complied with and employees are always paid on time. • To ensure payroll and pension activities are accurate and compliant with council policies and legislative requirements

Main Duties and Responsibilities	
1	Production of the Salary Payroll following Conditions of Service ensuring prompt and accurate payments, and EDI and RTI compliance, for all paid employees. Also payment to Register of Electors employees on a bi-annual basis. Interfacing payroll with the Council's internal financial systems.
2	Production of monthly Fearon Hall and adhoc election payrolls ensuring prompt and accurate payments alongside EDI and RTI compliance. Interfacing payroll with the Council's internal financial systems.
3	Overseeing the production of the casual and members payrolls as and when necessary, ensuring that Conditions of Service are adhered to, and producing these Payrolls with associated tasks when required.
4	Overseeing the reconciliation of payroll control accounts and associated ledger apportionments, including employer's overheads and end of year reconciliations.
5	Responsible for the production and reconciliation of payments to HM Revenue

2017-2020

	& Customs (HMRC) and Leicestershire County Council Pensions section (LCC) Monthly, and Year End returns to HMRC, Department of Work & Pensions and LCC.
6	Responsible for monitoring absence ensuring regulations are followed and correct payments are made, particularly to those on Long term Sickness absence
7	Overseeing the system for paying expenses of Council officers through payroll and ensuring these are in accordance with the procedures approved.
8	Ensuring that the payroll system controls are being maintained according to agreed procedures and that new programme changes to meet legislation or regulation amendments are fully tested before going live.
9	Providing information to Council Members and employees for Self-Assessment and Student Loan purposes.
10	Providing information to Divisional Heads, particularly the Head of Financial Services, identifying and reporting any serious anomalies with regard to Budgets, Conditions of Service and Legislation
11	Calculation and checking of Redundancy Payments.
12	Checking employee contracts to ensure they follow Local Government and Local Conditions
13	Responsibility for identifying and reviewing the training and development needs of the Payroll Officer
14	Forward planning and organisation to ensure needs of the service are met. Including EDI and RTI compliance, end of year legal requirements etc.
15	Providing financial information regarding payroll as required by Accountancy
16	Liaison with HR to ensure the correct recording and transfer of staff information
17	To ensure pensions are up to date with auto-enrolment as set by the pension regulator
18	Providing financial information to employees on Council and HMRC regulations including Sickness, Maternity and Paternity.
19	Monitor the Payroll budget including reserved debtors and creditors
20	Completion of Service Plans with the Head of Finance & Property Services, ensuring that targets are met and improvements to the service are identified and implemented.
21	Checking that the needs of the service are always covered with regard to the holidays, sickness etc. of the staff involved, to ensure employees are paid.
22	Providing information to outside organisations, e.g. DWP and HMRC. Completion of pension documentation for Starters and Leavers and provision of additional pension information to LCC.

23	Monitor, analyse and interpret legislation, and HMRC guidance, for both Payroll and Pensions to ensure knowledge and procedures within the section is continually up to date.
24	Maintain, update and develop the computerised payroll records system both to allow accurate records to be maintained.
25	Maintenance of the current Midland Trent Payroll/HR system including password control, testing and approving updates, suggesting functional improvements, and maintaining system controls within specified procedures. Assess requirements for the system development. Liaise with the software suppliers and advise users on best practice.
26	Monitor and develop the use of the Payroll/HR system to constantly update and improve the Council's use of electronic data transfer and provide technical and operational payroll advice and guidance to staff and managers.
27	Provide training as necessary to system users of all levels, to ensure that new methods of internal submissions for payroll are understood and implemented throughout the authority. Act as the Council's champion for the Payroll/HR system and develop, promote and market its use by identifying and securing opportunities to expand and engage the client base and range of services provided.
28	Creating and amending reports using Business Objects, or other reporting systems, as required by the needs of the service. Produce reports from the Trent payroll system in line with the requirements of the post. Design and develop any additional Excel spread sheets as required.
29	Responsible for the preparation and approval of the Council's Dispositions from HMRC to ensure that the Council does not inadvertently breach HMRC rules and therefore incur fines, etc.
30	Assess directorate requirements with regard to management information and specify appropriate reports.
31	Delivery of an effective and appropriate service to all service users, fairly and without discrimination.
32	As a term of your employment you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you at your initial place of work or at any other of the Authority's establishments.
Special Factors	

This job description sets out the duties and responsibilities of the job 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 in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of

disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised: 19th January 2015



Charnwood

Division:	Financial Services - Payroll
Job Title:	Senior Payroll Officer
Grade:	SO2
Post Number:	F265

	Essential	Desirable	How assessed
Qualifications <ul style="list-style-type: none"> • <u>Minimum of 4 GCSE, grade A-C, including English and Maths. Or Equivalent</u> • Professional payroll qualification such as 'Chartered Institute of Payroll Professionals' (Full membership) or equivalent 	<p>✓</p> <p>✓</p>		<p>App/Doc</p> <p>App/Doc</p>
Experience <ul style="list-style-type: none"> • Substantial relevant experience of payroll • Worked within a complex organisation • Ability to work under pressure and prioritise work to meet deadlines • Worked with a major payroll package • Experience of developing a major payroll package • Experience of the Local Government Pension Scheme 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>App</p> <p>App Int</p> <p>App/Int App/int</p> <p>App/Int</p>
Skills/Knowledge <ul style="list-style-type: none"> • Knowledge of PAYE, NIC's and <i>normal</i> payroll deductions • A high level of IT skills, particularly spreadsheets • Data analysis • Written and verbal communication 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Int</p> <p>Test</p> <p>App Test</p>

NO-APPLICATIONS

<p>skills to explain and resolve issues with individuals and managers</p> <ul style="list-style-type: none"> • Ability to work with all levels of personnel and to communicate effectively • Data report writing skills • Knowledge of salary sacrifice 	✓	✓ ✓	App/Int App/Int App/Int
<p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Able to communicate effectively, both verbally and in writing at all levels • Flexibility to lead, motivate and participate in a team environment • Ability to provide support and training for more junior members of staff 	✓		Int App/Int App/Int
<p>Other requirements</p> <p>An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.</p> <p>Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.</p>	✓ ✓		App/Int

Key:

App = Application form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical questionnaire

Doc = Documentary evidence (e.g. certificates)

Prepared by: Neil Whittall Date: 19th January 2015

NOTES

If it is a new post or an existing post that has substantially changed, a copy of the job description and person specification must be sent to Corporate HR Business Support Team, email hrcorporate-support@leics.gov.uk, in order for the post to undergo Job Evaluation for grading.

Person specifications must not include any reference to years of experience, attendance record and appearance or any other requirement that could be perceived as discriminatory.

Guidance on completing the person specification

In general, person specifications should include details of:

1. Qualifications - Qualification requirements which are not necessary to undertake the job should be avoided, as they are potentially discriminatory. The use of professional or academic qualifications should be avoided where they are not demonstrably and genuinely needed to undertake the job. Instead appropriate testing should be used to gather information on a candidate's abilities. The challenge is to be very specific about the skill or level of skill required to carry out the post and then to test for it. Evidence of appropriate skills, knowledge and experience should be considered as an alternative. Where a qualification is necessary, an equivalent qualification should also be taken into account e.g. qualifications gained overseas or National Vocational Qualifications.

The use of basic Maths or English qualifications as evidence of relevant numeracy or literacy skills is a commonly included criterion that should be considered very carefully before inclusion in a person specification. These criteria could be seen to discriminate against persons who have acquired similar levels of skill through experience and vocational training. Furthermore an academic qualification is no guarantee that the applicant will have the particular skills needed.

Some exceptions to this rule would be:

Where a national qualification standard has been adopted by the Council with which it must comply.

Where there is a statutory requirement for persons to be appropriately qualified in order to perform their function, e.g. Solicitors.

Where it would be unrealistic to test a body of knowledge on account of its scope e.g. Education, Engineering etc, and where it is reasonable to rely on that professional qualification as evidence of competence.

Recruiters must always challenge the inclusion of academic qualifications in person specifications. If in doubt you should seek advice from HR.

2. Experience - Consider the type of experience required (if any). Also consider what types of experience may be valid, e.g. voluntary work.

3. Skills/Specialist Knowledge - Is there any specialist knowledge or skills required, e.g. management competencies, Surveying, Accounting or IT.

4. Interpersonal Skills - What 'people' skills are required for effective performance in the job, e.g. communication, listening, negotiation, counselling skills.

5. Other Requirements

The 2 requirements shown must always be included. There may also be other requirements that are necessary for the particular job e.g. "To be able on occasion to work outside normal office hours", "To be able to travel throughout the Borough, (may be using own transport)", etc. You must not refer to appearance or attendance record or include any other requirement that could be perceived as discriminatory.



Charnwood

Division:	Financial Services - Payroll
Job Title:	Payroll Officer
Grade:	Scale 6
Post Number:	XXXX
Base/Location:	Council Offices
Responsible To:	F265 – Senior Payroll Officer
Responsible For:	NA
Key Relationships/ Liaison with:	

Job Purpose	
	<ul style="list-style-type: none"> • To support the Senior Payroll Officer and assist in the production of all the Council's payrolls and Control Account Reconciliations. • To deputise for the Senior Payroll Officer as necessary. • Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities	
1	<p>Responsible for processing and production of the monthly members and casual payroll for the Council. This will include:</p> <ul style="list-style-type: none"> • Data input and balancing. • Prompt and accurate payments to be made within tight deadlines • Following Local Government, and other relevant, conditions of service and legislative requirements. • Interfacing with the Council's financial management system. • Monthly reconciliations of payrolls to HMRC dashboards
2	<p>Assisting with the processing and production of the Council's Monthly Staff, Election, Electoral Registration and Fearon Hall payrolls. This will include:</p> <ul style="list-style-type: none"> • Data input and balancing • Prompt and accurate payments to be made within tight deadlines • Following Local Government conditions of service and legislative requirements.

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	<ul style="list-style-type: none"> • Interfacing with the Council's financial management systems • Monthly reconciliations of payrolls to HMRC dashboards
3	Monitoring of all absence ensuring that regulations are followed and correct payments are made, particularly to those employees on long term sick leave
4	Checking the expenses of Council Officers processed through the payroll system ensuring that these are in accordance with both HMRC and Council regulations.
5	Calculation and checking of Redundancy payments.
6	Deputising for the Senior Payroll Officer as necessary. This may involve considerable liaison with the payroll software company in rectifying major and minor issues.
7	Providing information to outside organisations e.g. Department of Work & Pensions (DWP) and HMRC. Completing pension documentation for starters and leavers and providing all additional information required by Leicestershire County Council Pension Section. Dealing with correspondence from solicitors, banks etc.
8	Complete & submit monthly pension & third party returns to LCC pensions section and other outside bodies
9	Providing information to Council Members and employees on tax and DWP matters such as self-assessment, student loans and Working Tax Credits. In addition, provide guidance and information with regard to HMRC rules on Statutory Sick and Statutory Parental pay.
10	Maintain, update and develop the computerised payroll records system to allow accurate records to be maintained.
11	To contribute, where appropriate, to the effective and confidential delivery as part of the payroll team.
12	Assist with the maintenance of the current Midland Trent Payroll/HR system including password control and suggesting functional improvements. Liaise with the software suppliers and advise users on best practice.
13	Provide technical and operational payroll advice and guidance to staff and managers.
14	Provide assistance and guidance as necessary to system users of all levels, to ensure that new methods of internal submissions for payroll are understood and implemented throughout the authority.
15	Creating and amending reports using Business Objects, or other reporting systems, as required by the needs of the service. Produce reports from the Trent payroll system in line with the requirements of the post. Design and develop any additional Excel spread sheets as required.
16	Assist the Senior Payroll Officer with the preparation of the end of year Pension reports and preparation and balancing of relevant End of Year Payroll returns ensuring accurate and timely submissions are made before the statutory dates.
17	The monthly reconciliation of the payroll control accounts and associated ledger apportionments, including employer's overheads and year end reconciliations.

18	The raising of purchase orders and confirmation of goods received for goods and services associated with the payroll cost centre
19	Responsible for identifying and reviewing with the senior payroll officer, the training and development needs and bidding for the resources needed to acquire the skills required to achieve corporate objectives.
20	Delivery of an effective and appropriate service to all service users, fairly and without discrimination.
21	As a term of your employment you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you at your initial place of work or at any other of the Authority's establishments.
Special Factors	
<ul style="list-style-type: none"> • 	

This job description sets out the duties and responsibilities of the job 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 in themselves justify a reconsideration of the grading of the job.

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Date Prepared/Revised: 17th December 2014



Charnwood

Division:	Financial Services - Payroll
Job Title:	Payroll Officer
Grade:	Scale 6
Post Number:	XXXX

	Essential	Desirable	How assessed
Qualifications Maths & English G.C.S.E Grade C or above or equivalent Institute of Payroll Professionals (IPP) Foundation level or equivalent. ECDL or equivalent IPP Diploma or equivalent	✓ ✓	✓ ✓ ✓	App/Doc App/Doc App/Doc App/Doc
Experience Experience operating a computerised payroll system. Experience of System Control and Development . An in depth knowledge of Local Government Conditions of Service. Experience of Midland Trent Software systems. Report writing ability	✓ ✓	✓ ✓ ✓	App/Int App/Int App/Int App/Int App/Int
Skills/Knowledge Able to demonstrate a high standard of organisational ability, numeracy and literacy. Ability to adhere to defined procedures and practices. IT skills and advanced knowledge of Financial Computer Systems , Excel & Word. In depth knowledge of payroll legislation including tax, National Insurance and	✓ ✓ ✓ ✓		App/Int App/Int Test App/Int

FINANCE RESTRICTURE
 3.3.15
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Statutory Payments. Knowledge of data extraction software.		✓	<u>App/Int</u>
Basic knowledge of the Local Government Pensions scheme		✓	<u>App/Int</u>
Knowledge of Business Objects report writing tool.		✓	<u>App/Int</u>
Interpersonal Skills Analytical and data analysis	✓		App/Int
Able to maintain confidentiality at all times.	✓		<u>App/Int</u>
Ability to communicate effectively both verbally & in writing with service users at all levels, also with outside agencies such as DWP & HMRC.	✓		<u>Test</u>
Ability to work using own initiative and also as part of a team.	✓		<u>App/Int</u>
Ability to maintain accuracy and composure whilst under pressure to meet deadlines	✓		<u>App/Int</u>
Other requirements Willingness and ability to adopt a flexible approach to hours of work to ensure deadlines are met..	✓		App/Int
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓		App/Int
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		App/Int

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Med = Medical questionnaire

Doc = Documentary evidence (e.g. certificates)

Prepared by: Neil Whittall

Date: 17th December 2014

NOTES

If it is a new post or an existing post that has substantially changed, a copy of the job description and person specification must be sent to Corporate HR Business Support Team, email hrcorporate-support@leics.gov.uk, in order for the post to undergo Job Evaluation for grading.

Person specifications must not include any reference to years of experience, attendance record and appearance or any other requirement that could be perceived as discriminatory.

Guidance on completing the person specification

In general, person specifications should include details of:

6. Qualifications - Qualification requirements which are not necessary to undertake the job should be avoided, as they are potentially discriminatory. The use of professional or academic qualifications should be avoided where they are not demonstrably and genuinely needed to undertake the job. Instead appropriate testing should be used to gather information on a candidate's abilities. The challenge is to be very specific about the skill or level of skill required to carry out the post and then to test for it. Evidence of appropriate skills, knowledge and experience should be considered as an alternative. Where a qualification is necessary, an equivalent qualification should also be taken into account e.g. qualifications gained overseas or National Vocational Qualifications.

The use of basic Maths or English qualifications as evidence of relevant numeracy or literacy skills is a commonly included criterion that should be considered very carefully before inclusion in a person specification. These criteria could be seen to discriminate against persons who have acquired similar levels of skill through experience and vocational training. Furthermore an academic qualification is no guarantee that the applicant will have the particular skills needed.

Some exceptions to this rule would be:

Where a national qualification standard has been adopted by the Council with which it must comply.

Where there is a statutory requirement for persons to be appropriately qualified in order to perform their function, e.g. Solicitors.

Where it would be unrealistic to test a body of knowledge on account of its scope e.g. Education, Engineering etc, and where it is reasonable to rely on that professional qualification as evidence of competence.

Recruiters must always challenge the inclusion of academic qualifications in person specifications. If in doubt you should seek advice from HR.

7. Experience - Consider the type of experience required (if any). Also consider what types of experience may be valid, e.g. voluntary work.

8. Skills/Specialist Knowledge - Is there any specialist knowledge or skills required, e.g. management competencies, Surveying, Accounting or IT.
9. Interpersonal Skills - What 'people' skills are required for effective performance in the job, e.g. communication, listening, negotiation, counselling skills.
10. Other Requirements

The 2 requirements shown must always be included. There may also be other requirements that are necessary for the particular job e.g. "To be able on occasion to work outside normal office hours", "To be able to travel throughout the Borough, (may be using own transport)", etc. You must not refer to appearance or attendance record or include any other requirement that could be perceived as discriminatory.



Division:	Financial Services - Accountancy
Job Title:	Accountancy Assistant
Grade:	Scale 6
Post Number:	F314
Base/Location:	Council Offices
Responsible To:	M141 - Technical & Project Accountant
Responsible For:	N/a
Key Relationships/ Liaison with:	

Job Purpose	
	<ul style="list-style-type: none"> • Responsible for maintaining the integrity of the Financial Management System (FMS) to the Council's bank accounts (five, excluding Payments and Rent Allowances) both on a daily and monthly basis. • Maintain and reconcile other control accounts to the Financial Management System including Income Suspense, etc. • Deputise for post F313, Senior Accountancy Assistant, including calculating and submitting the Council's VAT returns. • Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities	
1	Responsible for the reconciliation of all bank income and expenditure, including all forms of internet, telephone, Allpay and card income, to statements. Analysis of bank statement and posting income and expenditure to FMS codes, in an accurate and timely manner.
2	Reconciliation of bank statements to the Financial Management System (FMS).
3	Responsible for dealing with rejected and unidentified items from the bank analysis, including investigation and eventual posting to the correct funds and/or accounts. This will require thorough knowledge of the Cash Management System, Cash Receipting and other subsidiary systems.

JOB DISCLOSURE BOARD

4	It will be necessary to regularly liaise with other sections and outside bodies (eg Allpay, HSBC and other banks, Capita) for the resolution of issues, problems and new forms of income/expenditure.
5	Liaise with and provide information for both internal and external auditors
6	Overall responsibility for clearing the main income suspense account.
7	Daily download of all Equita, E-Pay, HSBC and Allpay files including maintenance of related documentation and daily balancing.
8	Monitoring of Debtors system balances and reconciliation to FMS
9	Assist with the development, testing, implementation and training relating to systems in both new and existing areas/systems. Take responsibility for specific areas of implementation/development, directly involved with bank and income issues, eg extension of Allpay, Pay.net
10	Assist and deputise for the Senior Accountancy Assistant (post F313) within the Systems Development and Control Group. This involves providing a comprehensive cover of all Post F313's duties, which include: <ul style="list-style-type: none"> • Daily import of feeder system information to FMS, including verifying documentation and control information both before and after input, investigating and resolving problems • Production of periodic monitoring reports • Calculating and submitting the Council's VAT returns • User maintenance on Agresso and the Cash Management System
11	Assist in deputising for the Technical & Project Accountant as and when required. This may involve considerable liaison with the FMS software company if there is a major problem.
12	Assist with the maintenance and reconciliation of the Staffing Establishment on the HR and Payroll system in line with the Council's agreed Financial Regulations, including accurately interpreting and actioning Delegated Decisions and Cabinet reports, ensuring that all structure, costing and budgeting issues are covered. Following up issues and deficiencies as required, including direct liaison with Heads of Service, HR and Payroll.
13	Advising on and providing information from HR and Payroll system regarding staffing establishment and financial information, particularly during the budget process.
14	Delivery of an effective and appropriate service to all service users, fairly and without discrimination.
15	As a term of your employment you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you at your initial place of work or at any other of the Authority's establishments.
16	Responsible for identifying and reviewing with the Technical & Project Accountant, the training and development needs and bidding for the resources needed to acquire the skills required to achieve corporate objectives.
Special Factors	

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This job description sets out the duties and responsibilities of the job 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 in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised:

17th December 2014



Charnwood

Division:	Financial Services - Accountancy
Job Title:	Accountancy Assistant
Grade:	Scale 6
Post Number:	F314

	Essential	Desirable	How assessed
Qualifications GCSE Maths and English grade A-C or equivalent Full AAT or part CCAB or equivalent	✓ 	 ✓	App/Doc App/Doc
Experience Reconciliation of bank and control accounts Knowledge of accounting procedures Working with computerised financial accounting systems Developing and using Spreadsheets in the workplace	✓ ✓ ✓ ✓		App/Int App/Int App/Int App/Int
Skills/Knowledge Sound understanding of Microsoft Excel and Word High level of numeracy skills Knowledge of VAT regulations	✓ ✓	 ✓	Test Test App/Int
Interpersonal Skills Good verbal and written skills Ability to work well as part of a team. Have initiative and ability to work under pressure and to achieve deadlines whilst maintaining accuracy.	✓ ✓ ✓		Test App/Int App/Int
Other requirements Flexible approach to working arrangements Able to dovetail holiday arrangements with colleagues An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations. Must be able to perform all the duties and	✓ ✓ ✓ ✓		App/Int App/Int App/Int App/Int

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tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.			
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Key: App = Application form Test = Test Int = Interview	Pre = Presentation Med = Medical questionnaire Doc = Documentary evidence (e.g. certificates)
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Prepared by: Neil Whittall	Date: 17th December 2014
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NOTES

If it is a new post or an existing post that has substantially changed, a copy of the job description and person specification must be sent to Corporate HR Business Support Team, email hrcorporate-support@leics.gov.uk, in order for the post to undergo Job Evaluation for grading.

Person specifications must not include any reference to years of experience, attendance record and appearance or any other requirement that could be perceived as discriminatory.

Guidance on completing the person specification

In general, person specifications should include details of:

11. Qualifications - Qualification requirements which are not necessary to undertake the job should be avoided, as they are potentially discriminatory. The use of professional or academic qualifications should be avoided where they are not demonstrably and genuinely needed to undertake the job. Instead appropriate testing should be used to gather information on a candidate's abilities. The challenge is to be very specific about the skill or level of skill required to carry out the post and then to test for it. Evidence of appropriate skills, knowledge and experience should be considered as an alternative. Where a qualification is necessary, an equivalent qualification should also be taken into account e.g. qualifications gained overseas or National Vocational Qualifications.

The use of basic Maths or English qualifications as evidence of relevant numeracy or literacy skills is a commonly included criterion that should be considered very carefully before inclusion in a person specification. These criteria could be seen to discriminate against persons who have acquired similar levels of skill through experience and vocational training. Furthermore an academic qualification is no guarantee that the applicant will have the particular skills needed.

Some exceptions to this rule would be:

Where a national qualification standard has been adopted by the Council with which it must comply.

Where there is a statutory requirement for persons to be appropriately qualified in order to perform their function, e.g. Solicitors.

Where it would be unrealistic to test a body of knowledge on account of its scope e.g. Education, Engineering etc, and where it is reasonable to rely on that professional qualification as evidence of competence.

Recruiters must always challenge the inclusion of academic qualifications in person specifications. If in doubt you should seek advice from HR.

12. Experience - Consider the type of experience required (if any). Also consider what types of experience may be valid, e.g. voluntary work.

13. Skills/Specialist Knowledge - Is there any specialist knowledge or skills required, e.g. management competencies, Surveying, Accounting or IT.

14. Interpersonal Skills - What 'people' skills are required for effective performance in the job, e.g. communication, listening, negotiation, counselling skills.

15. Other Requirements

The 2 requirements shown must always be included. There may also be other requirements that are necessary for the particular job e.g. "To be able on occasion to work outside normal office hours", "To be able to travel throughout the Borough, (may be using own transport)", etc. You must not refer to appearance or attendance record or include any other requirement that could be perceived as discriminatory.