



# Accountancy, Banking & System Admin Team Plan 2015/16

Team Manager: Carolyn Michael  
Service Plan: Resources  
Date signed off: 01/06/2015  
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## Team Overview – Accountancy, Banking and System Admin

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The Accountancy, Banking and System Administration teams undertakes a number of key roles for the Council.

The Accountancy team provides an essential role in supporting the Council to achieve its objectives and outcomes by the provision of financial information and advice. It supports managers and budget holders in delivering efficient and effective use of resources. It also provides financial information in line with statutory requirements and enables the Council to plan for the future.

The System Administrators supports the Council's Oracle Financial, HR and Contact Centre systems.

The Banking team ensures the timely processing and allocation of receipts received and electronic payments made by the Council.

### **The Team's broad functions are:**

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- Preparation of revenue and capital budget estimates leading to the setting of the annual budget.
- Closure of accounts (including publication of the Annual Statement of Accounts).
- Provision of financial and management information and advice to assist Services in monitoring their budgets and achieving their savings targets.
- Provision of support to managers as part of the Reshaping Services programme.
- Provision of financial planning for the Council via the production of the Medium Term Financial Plan
- Completion of grant claims
- Submission of financial return to Welsh Government
- Ensuring that the day-to-day decisions on cash flow, investments and borrowing are in accordance with legislation and the Council's own Treasury Management Strategy.
- Provide system administration support for the Oracle HR, Payroll, Financial and CRM modules.
- Administer, monitor and reconcile receipts received by the Council.
- Processing of BACS and CHAPS payments made by the Council.
- Administer and support banking services for the Council.

## Our Contribution to Service Plan priorities 2014/15

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Our contribution to the Service Plan priorities last year:

- Met all statutory requirements and timeframes for the preparation of estimates leading to the setting of the annual budget, closure of accounts treasury management processes. This has ensured compliance with the Accounts and Audit Regulations. (Outcome 1/Objective1)
- Worked with Council services to deliver required efficiency savings targets. This has made sure that services have not overspent their budgets.
- Reviewed policy on discretions under the new Local Government Pension Scheme. The Council policy was amended to comply with the latest Local Government Pension Scheme regulations. (Outcome 1/Objective 2)
- Implementation of a new banking services provider. The Co-operative Bank was pulling out of the local authority market and the authority needed to find a replacement to provide the Council with banking services. (Outcome 1/Objective 1)

## Our Team Plan 2015/16

<b>Service Outcome 2:</b>		<b>The Vale community benefits from the Council's sound and transparent decision-making through effective management of resources.</b>						
<b>Objective 3:</b>		<b>To optimise our resources, exercise robust financial management and provide effective relevant services and facilities.</b>						
<b>Ref.</b>	<b>During 2015-16 we plan to:</b>	<b>Success Criteria/ Outcomes we'll achieve from this action are:</b>	<b>High, Medium or Low priority</b>	<b>Officer responsible for achieving this action</b>	<b>Start date</b>	<b>Finish date</b>	<b>How will the work be resourced?</b>	<b>Progress</b>
<b>RS/A101</b>	<p>Assist in the implementation of the PCI compliance action plan.</p> <p>Liaise with an external consultant who is providing advice.</p> <p>Implement the recommendations of the external consultant.</p>	Meet the requirements to become PCI compliant	Medium	Carolyn Michael	01/04/2015	31/03/2016	1 FTE from Banking Team as required	
<b>RS/A102 (CL4)</b>	<p>Provide financial support for the delivery of the regionalisation of Regulatory Services across the three local authorities.</p> <p>Setting and monitoring of</p>	Implementation of a regionalised service that is cost effective and sustainable into the longer term.	High	Carolyn Michael	01/04/2015	31/03/2016	1 FTE Accountant as required	

	<p>budget.</p> <p>Liaise with other local authorities in the collaboration and developing financial systems and procedures for the new service provision.</p>							
<b>RS/A109</b>	<p>Provide financial support for the review of service areas contained in tranche one of the programme.</p> <p>Accountancy will work with service areas contained in tranche one of the reshaping services programme to develop robust business plans.</p>	<p>We identify and deliver cash savings to support delivery of the reshaping services agenda and facilitate new ways of working.</p>	High	Carolyn Michael	01/04/2015	31/03/2016	0.60 FTE Accountant	
<b>RS/A110 (IO1)</b>	<p>Provide financial support to assist in the work required on the Corporate projects work-stream.</p> <p>Accountancy will provide assistance in the Corporate</p>	<p>We identify and deliver cash savings to support delivery of the reshaping services agenda and facilitate new ways of working</p>	High	Carolyn Michael	01/04/2015	31/03/2016	0.60 FTE Accountant	

	projects work-stream by developing robust business plans.							
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