

## SERVICE DESCRIPTION FORM

<b>Department: CORPORATE SERVICES</b>	
<b>Service: Accountancy</b>	
<b>Income</b>	<b>(£000s)</b>
Fees/Charges	1
<b>Total</b>	<b>1</b>
<p><b>Description:</b></p> <p>The Accountancy Service provides support to the Council's chief financial officer (Section 95 Officer) to ensure that the Council's financial arrangements are sound. The service provides support for a gross revenue budget of £259 million, a gross capital budget of £62 million and the council's 200 Budget Managers.</p> <p>The service comprises the following areas:</p> <ul style="list-style-type: none"> <li>• Financial Planning (including development of Asset Management Planning )</li> <li>• Preparation of Statutory Accounts</li> <li>• Financial Control <ul style="list-style-type: none"> <li>- Budget Monitoring</li> <li>- Committee &amp; Other Group attendance and advice</li> <li>- Ensuring internal and external regulatory requirements are met</li> </ul> </li> <li>• Financial Management System – General Ledger administration and training</li> <li>• Service and Budget Manager support training and advice</li> <li>• Statutory, Statistical Returns</li> <li>• Special Projects e.g. Pathfinder North Broadband, DBS etc</li> <li>• Financial Services to Other Bodies and Funds e.g. Partnerships, War Vets, Assessors, public Trusts and Common Good funds</li> <li>• Asset Register administration</li> </ul> <p>The service is based in the HQ Campus.</p>	
<p><b>Outcomes / impacts:</b></p> <ul style="list-style-type: none"> <li>• Financial information to support the financial planning process and annual budget.</li> <li>• Statutory Accounts for the Council and other statutory returns made.</li> <li>• Monthly budget monitoring statements and other financial information as agreed with budget managers.</li> <li>• Budget managers and users of the financial system are trained and supported to carry out their jobs.</li> </ul> <p>As a support service, the Accountancy service does not have a direct impact on the achievement of the Council's priorities but it has an important part to play in ensuring that the council operates within a sound financial environment.</p>	