|  |
| --- |
| **RENFREWSHIRE COUNCIL****FINANCE AND CORPORATE SERVICES****CORPORATE ACCOUNTING SECTION****JOB OUTLINE** |
| **DEPARTMENT:** | **Finance and Corporate Services** | **SECTION:** | **Corporate Accounting** |
| **POST TITLE:** | **Treasury Team Leader** | **POST ID:** |  |
| **GRADE:** | **7** | **LOCATION:** | **Renfrewshire House** |
| **REPORTING TO:** | **Senior Accountant - Treasury** |

|  |
| --- |
| **PRINCIPAL ROLE:** |
| * To provide treasury support to the Corporate Accounting section.
* Manage lead and develop the Treasury team in accordance with the council’s policy and ensure timeous reconciliation of all the Council’s Bank accounts, ledgers and System Controls and report any discrepancies immediately to the Senior Accountant - Treasury
 |

**Key tasks for which the postholder will be responsible**

The key tasks for which the postholder will be responsible include:

* Manage the Treasury team and ensure that output and performance meets the aims and objectives of the team.
* Set clear objectives for all team members taking actions for improvement where appropriate.
* Ensure that Change is effectively implemented by promoting a positive approach by participating and allowing team participation where requested/appropriate
* Responsibility for reconciliation of all Council bank accounts
1. Reconciling kiosk income and managed card transactions.
2. In the absence of the Principal Accountant, providing cover in daily treasury lending and borrowing activities.
3. Reconciliation of the cash update to the Revenue Collection system
4. Review the suspense account and make allocation of payments when traced
5. Liaise with IT section to ensure the prompt processing of files through the Council’s Income Management system.
6. Reconciliation on a 4 weekly basis of all Income Cash, Exception & Refunds Ledgers.
7. Reconciliation of Housing Benefit ledgers, Child care & Suspense ledgers on 4 weekly basis.
8. Completion of Suspense Accounts Certificates to Corporate Finance
9. Responsible for completion and reconciliation of all Year End Ledgers.
10. Attending treasury working groups, including the Logotech system user group and CIPFA Scotland’s treasury management forum.
11. Processing and approval of Faster Payment, BACS and CHAPS payments.
12. Controlling the processing members’ expenses and drafting the annual public record of members’ remuneration and expenses.
13. Assisting with enquiries from elected members, service directors and external agencies.
14. Assisting on other activities as may be directed by the Principal Accountant (Treasury).
15. Adhering to the Council’s commitment to health and safety and supporting employee attendance.

This job description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the job holder will be required to undertake other duties and responsibilities commensurate with the grade.