

Report of the Deputy Chief Executive

FINANCE SERVICES – ESTABLISHMENT CHANGES1. Purpose of Report

To seek approval to change the establishment within the Finance Services Division of the Deputy Chief Executive's Department to allow the creation of a Finance Apprentice post.

2. Detail

A vacancy for a part-time (19.5 hours per week) Finance Assistant post (F52) at Grade 3 has arisen in Finance Services. The post is responsible for the administration of the Creditors system ensuring the prompt and accurate payment of suppliers, together with the provision of general clerical support to the Accountancy section. The main duties include payment of weekly creditors, dealing with queries from suppliers and departments, daily processing and payment of urgent invoices, payment of weekly Housing Benefit and Council Tax payments and general assistance in preparing the annual accounts, budgets and other financial information.

The requirements of the role and the wider demands upon colleagues have been considered. It has therefore been concluded that, rather than seek to fill the role on a like-for-like basis, this is an opportunity to delete the post and recruit a full-time Finance Apprentice at Grade 2.

The Finance Apprentice post would allow the present duties of the Finance Assistant to be fulfilled whilst undertaking additional systems and project work such as supporting upgrades of financial management software and assisting with the rollout of the intelligent scanning module across the organisation.

3. Financial Implications

Based upon current salary scales, assuming the post holders are at the top of their grade and allowing for employers' national insurance and superannuation costs, the cost per annum of the Finance Apprentice post would be £21,550 whilst the saving from deleting the Finance Assistant post would be £12,450.

The net cost of £9,100 per annum would be added to the vacancy rate target which for 2019/20 stands at £300,000.

Recommendation

The Committee is asked to RESOLVE that the establishment of the Finance Services Division be amended such that:

- 1. The post of Finance Assistant (F52) at Grade 3 working 19.5 hours per week be deleted**
- 2. A full time Finance Apprentice post at Grade 2 be established.**

Background papers; Nil