

### **Finance Officer Group Terms of Reference**

The Finance Officer Group's role is to ensure consistent approach to the financial management and financial reporting of the Council. This includes budget monitoring, budget setting procedures, year-end closedown and financial transactions. In addition, it provides a user forum to consider proposed financial system developments and the relative priorities of such developments. Meetings are planned to take place monthly. It is made up of departmental representatives, including:

Adult Care	Graham Woodhouse (Head of Finance)
Children's Services	Karen Gurney (Finance Manager)
CCP	Mick Crawford (Exchequer Manager) Chris Woodhouse (Finance Manager – Procurement) Wayne Sutton (Finance Manager – Business Systems) Dan Ashcroft (Principal Auditor) John Cooper (Finance Manager – Corporate Accountancy) Wendy Round (Finance Manager – Capital) Paul Stone (Finance Manager – Technical)
ETE	Karen Howes (Finance Manager)
Pensions	Raj Dosanjh

In the event that a representative is unable to attend a meeting, a suitable member of staff should substitute.

The Group :

- Ensures a coordinated approach to corporate activity such as budget setting;
- Is a single point of contact for financial management across the Council;
- Shares best practice models in the delivery of financial activity;
- Provides regular updates on staffing levels in the finance departments;
- Contributes to workforce development within the remit of the finance job family;
- Shares information relevant to the group;
- Reviews and recommends system developments. This will include development of SAP financials and Business Warehouse reports;
- Shares outcomes from local and national interest groups;
- Where appropriate, contributes to the annual corporate budget consultation process;
- Reviews the outcomes from Audit Services report pertinent to the group e.g. Accountancy and Budget Control, Corporate Health and Grants and implements suitable actions in response to the recommendations;
- Reviews and amends financial policies;
- Reviews and recommends updates to the Council's financial regulations;

## Controlled

- Communicates on behalf of the finance community with other parts of the Authority on areas of concern when appropriate
- Approve changes to the general ledger coding structure.

### **Roles and responsibilities**

Departmental representatives champion and co-ordinate engagement within their departments.

The departmental representatives :

- Disseminate information to the finance teams as appropriate;
- Provide information in support of the budget setting, budget monitoring and year-end closedown;
- Collate and submit information when requested in support of budget and accounting activity, as well as ad hoc projects which support Council objectives;
- Report key initiatives to departmental SMT's as appropriate.

### **Administration**

- The chair of the meetings will be on a rotational basis between each representative;
- The chair will be responsible for organising and distributing the agenda ahead of meetings;
- The chair will be responsible for producing minutes of the meetings;
- The agreed minutes will be published on DNet;
- A schedule of meetings will be maintained by Technical Section, Finance & ICT.

### Version History

These Terms of Reference will be reviewed annually – next review date December 2018