

Corporate Finance and Resources Service

Mae'r dogfen hon ar gael yn Gymraeg hefyd.

Corporate Finance

Gareth Evans
Head of Finance

What they do:

- Provide a range of accountancy and financial support for all services and schools.
 - Produce the Council's Annual Statement of Accounts.
 - Prepare and monitor revenue budgets for the Council across all services and schools.
- Provide a range of technical functions to support the Authority in relation to capital accounting, treasury management, VAT and insurance.
- Ensure that invoices are processed and payments made in accordance with the - Financial Code of Practice, Financial Regulations and legislative requirements.
 - Provide advice and support to all services responsible for raising orders.
 - Provide a comprehensive payroll service including the provision of advice and support to employees and services on payroll and pension related matters.
- Provide customer service and support for all services dealing with Sundry Invoice and Income related enquiries.
 - Financial Systems management and technology development and support for all financial systems.
 - Reconcile all income received within the Authority and deploy income related policies and initiatives across all services.
 - Lead and develop new electronic payment systems within the Authority.
 - Ensure that the Council's operations comply at all times with Payment Card Industry Data Security Standards (PCI DSS)

Services include:

Accountancy
Creditors
Income & Reconciliation
Payroll

Revenue and Benefits Assessment Service

Benefits

Sarah Smith
Service Manager

What they do:

Provide customer service for Housing Benefits, Council Tax Reduction and Financial Assessment customers.

To deal with the calculation, processing and maintenance of systems for Housing Benefits, Council Tax Reduction, Discretionary Housing Payments, Educations Benefits (Free School Meals and School Uniform Grants), including the recovery of overpaid benefits/payments and administering other Welsh Government grants, as and when required.

To deal with the calculation and processing of the assessed contribution for Social Services clients receiving a chargeable service for residential or non-residential care.

Services include:

Benefits Processing
Customer Services (Benefits)
Financial Assessments

Local Taxation

Susan Plumb
Service Manager

What they do:

Provide customer service dealing with Council Tax, National Non-Domestic Rates and Recovery enquiries.

To deal with the preparation and maintenance of systems and records for Council Tax, NNDR records and administering other Welsh Government grants, as and when required. Dealing with debt recovery and collection processes for the non-payment of Council Tax and NNDR, issuing Final Notices, Summons and Liability Orders.

Dealing with incoming mail for scanning and indexing purposes for the Revenue and Benefits Assessment Services and other Services within the Authority.

Services include:

Council Tax
Document Image Processing
Enforcement Team
National Non-Domestic Rates (NNDR)
Recovery