

# Corporate Finance and Resources Service

Mae'r ddogfen hon ar gael yn Gymraeg hefyd.

## Corporate Finance

**Gareth Evans**  
Head of Finance

### What they do:

Provides a range of accountancy and financial support for all services. Responsible for producing the Annual Statement of Accounts in accordance with regulation. Prepare and monitor the Budgets for the Council across all services. Provide a range of technical functions to support the Authority including Insurance services; VAT support and advice, maintaining the core financial systems to ensure timely and accurate financial reporting across the Council; provision of an effective treasury function to ensure investments and borrowings are in accordance with policy and funds are available to cover cash outflows. Manage the corporate purchase cards.

Ensuring that invoices are processed and payments are 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.

To ensure that all employees are paid in accordance with the terms and conditions of employees contracts. Provide support and advice to employees and services on payroll issues. Provide payroll services to external bodies in accordance with the Service Level Agreements in place. Contact point for liaison with pension scheme providers.

### Services include:

Accountancy  
Creditors  
Payroll

## Education Finance

**David Jones**  
Principal Accountant

### What they do:

Provides a range of accountancy and financial support to Senior Managers, Education Service, Headteachers and Governing bodies.

The preparation, monitoring and control of central support budgets and schools delegated budgets.

### Services include:

School Support Team  
Central Education Support Team

## Audit & Procurement

**Sioned Parry**  
Head of Audit and Procurement

### What they do:

Assists the Authority to accomplish its objectives by evaluating and improving the effectiveness of risk management, control and governance processes.

Provides a procurement and contracting service through project management and procurement/tender activities to obtain value for money, goods, works and services.

Provides a range of administrative activities including maintaining the authorised signatory database and giving HR support / advice to senior managers and all other relevant services in Corporate Finance and Resources.

### Services include:

Internal Audit Services  
Corporate Procurement & Contracts  
Admin Support

# Revenue and Benefits Assessment Service

## Benefits

**Helen Hobson**  
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

## Incomes

**Mark Lambe**  
Service Manager

### What they do:

Provide customer service dealing with Sundry Invoice and Income related enquiries. Acts as a support service for all internal departments in relation to Sundry Invoices and Income related procedures.

To deal with the preparation, update and maintainance of systems, records and processes for Sundry Invoices and Sundry Invoice recovery.

To manage the Reconciliation of all Income received within the Authority. The governance of all income related policies and procedures across all Council Departments and staff adherence to these. Reponsibility for leading and developing new electronic payment systems within the Authority. Maintaining compliance for the Authority in relation to the Payment Card Industry Data Security Standards (PCI DSS) and all related policies, procedures and 3rd party relationships in relation to this and associated processing of debit or credit card payments for the Authority. Administering the car loan system with the Authority applications.

### Services include:

Sundry Invoices  
Sundry Invoice Recovery  
Income Reconciliation

## 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