

Chief finance (section 151) officer

CHIEF FINANCE OFFICER (SECTION 151) OFFICER		
Ref	Function	Consultation (where applicable)
1.0	PAYMENTS	
1.1	To deal with all the council's staff salaries and wages , together with all tax, superannuation and similar deductions	
1.2	To organise, administer and monitor the council's loan scheme and authenticate all agreements relating to the scheme	
2.0	FINANCIAL	
2.1	To sign all cheques and similar documents for the payment of monies due by the council	
2.2	To make determinations relating to government controls over spending and borrowing and to administer the council's accounts and various bank accounts Sections 42, 56, 60 and 63 LGFA1988	
2.3	To organise, administer and monitor any council overdrafts with the council's bank.	
2.4	To organise, administer and monitor any loans or other borrowing arrangements with the council's bank or other lending institutions or individuals.	Cabinet member for finance in the case of borrowing for more than 365 days.
2.5	To organise, administer and monitor the investment of council funds and other treasury management functions .	
2.6	To act as the money laundering reporting officer .	
2.7	To make exceptions to the limits in the treasury management investment strategy in any financial year up to £3,000,000, where he is satisfied that it is financially advantageous to the council and at a comparable level of risk to that detailed in the treasury management investment strategy.	Cabinet member for finance

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Ref	Function	Consultation (where applicable)
3.0	DEBT COLLECTION	
3.1	To authorise the writing off of any debt.	Cabinet member for finance when over £5,000
4.0	COUNCIL TAX AND LOCAL TAXATION	
4.1	To grant discounts/relief to non-domestic ratepayers under Sections 43, 45, 47 and 49 LGFA 1988.	
4.2	To determine all applications for discretionary council tax reductions in accordance with any rules made by the council. (S.13A(c).LGFA 1992).	
4.3	To approve and submit the Council's national non-domestic rates 1 form (NNDR1) each year as required by the Local Government Finance Act 1988 (as amended by the Local Government Finance Act 2012).	Cabinet member for finance
5.0	MISCELLANEOUS	
5.1	To determine variations in interest rates on mortgages and advances for private house purchase. (S.438 HA 1985).	
5.2	To authorise action and incur expenditure in connection with emergencies and disasters , in accordance with the Financial procedure rules.	
5.3	To authorise postponement of the council's right to repayment of discount until after a lender has received the amount owing on a mortgage.	
5.4	To determine applications for the postponement of the council's registered charge following the sale of a council house. (S.156 HA 1985).	