JOB DESCRIPTION

1. JOB TITLE: Part Time Senior Cashier (Job Share)

2. REFERENCE NO: RES167

3. SALARY SCALE: Scale 5 (£21,074 to £23,111 per annum pro rata)

4. RESPONSIBLE TO: Head of Revenues and Benefits

5. JOB PURPOSE: Responsible for the Council's collection office covering collection and banking, also for the maintenance, administration and collection of the direct debits within council tax and national non-domestic rate.

6. MAIN DUTIES:

   6.1 Responsible for all collection of cash/cheques processed in the Council's main collection office.

   6.2 Completion of collection and deposit records.

   6.3 Responsible for the computerised receipting system and transmission of data to the computer system, liaison with the computer section on related problems, continuous re-specification, revising and updating the operator manual for the receipting system as required.

   6.4 Supervision of all bank deposit arrangements.

   6.5 Processing bankers' orders, and other miscellaneous items, received direct into the Council's bank accounts, into the computerised receipting system. Deal with unpresented cheques.

   6.6 Maintain, within the council tax and national non-domestic rate systems, all new, amended or cancelled direct debits. Deal with unpaid direct debits.

   6.7 To be responsible for monthly running of direct debits and ensuring the BACS transmission is accepted for both council tax and national non-domestic rate.

   6.8 To formulate and develop staff procedure and practices.

   6.9 Maintaining appropriate audit and financial records as required.

   6.10 Selecting collection staff together with the Head of Revenues and Benefits and responsible for training and discipline.
6.11 Attend meetings of groups within the authority and with outside bodies.

7. To be responsible for ensuring the data quality of all information related to the duties of the post.

8. To adhere to the Council’s policies, including equal opportunities and health and safety.

9. Such other duties of a similar responsibility level as may be allocated to the post from time to time.

**NB:** In order to ensure that Job Descriptions are kept up to date, all employees are required to review their roles regularly through the staff performance appraisal scheme. Staff are required therefore to take a reasonable and flexible approach to changes arising from the challenges facing the Council.

Signed (Post Holder) ____________________________

Date ________________________________________

Signed (Head of Service) ____________________________

Date ________________________________________