

Treasurer (Section 151 Officer)

- 11.21 The Treasurer is the Section 151 Officer (Local Government Act 1972) and has responsibilities under Section 151 and Section 114 of the Local Government Finance Act 1988.
- 11.22 The Treasurer is responsible for:
- a) Carrying out the powers and duties contained in the Authority's Financial Regulations;
 - b) Providing high quality, professional support services;
 - c) Jointly with the Head of Finance, ensuring effective control of budgets;
 - d) Ensuring that the Financial Regulations, **including procurement rules**, are adequate, ~~and~~ regularly monitored **and adhered to**.
 - e) Jointly with the Head of Finance, negotiating and managing treasury management activities;
 - f) ~~Jointly with the Chief Fire Officer and Chief Executive, Head of Finance and Director of Governance and Constitution to preparing an annual revenue budget and capital programme for consideration and approval by the Fire Authority, calculating the draft Council Tax precept, monitoring and reviewing the Authority's Reserves Policy and maintaining a scheme of Financial Delegation.~~
 - g) **Ensuring there are appropriate arrangements for the production and publication of the Annual Statement of Accounts including liaising with the external auditor and certifying the draft accounts.**
 - h) Arranging for the necessary precepts to be raised with the constituent authorities.
 - i) Acting as panel member in consideration and determination of applications for voluntary redundancy;
 - j) **Jointly with the Chief Fire Officer and Chief Executive and Director of Governance and Commissioning, approving offers of sponsorship**

Head of Finance

- 11.23 The Head of Finance is responsible for:
- a) Carrying out the powers and duties contained in the Authority's Financial Regulations;

- b) Providing high quality, professional support services;
- c) Providing timely and accurate financial monitoring information and reporting financial performance to Members.
- d) Jointly with the Treasurer ensuring effective control of budgets;
- e) Jointly with the Treasurer negotiating and managing treasury management activities;
- f) Jointly with the ~~Chief Fire Officer and Chief Executive, Head of Finance and Director of Governance and Constitution~~ Treasurer preparing an annual revenue budget and capital programme for consideration and approval by the Fire Authority, calculating the draft Council Tax precept, monitoring and reviewing the Authority's Reserves Policy and maintaining a scheme of Financial Delegation.
- g) The preparation of the draft Annual Statement of Account and draft Annual Governance Statement.
- h) Acting as Deputy Section 151 Officer.