**JOB DESCRIPTION**

**CHIEF EXECUTIVE’S DEPARTMENT**

**JOB TITLE:** SENIOR CASHIER

**DIVISION:** CHIEF EXECUTIVE’S – FINANCE DIVISION

**GRADE:** BAND 9

**RESPONSIBLE TO:** REVENUES MANAGER

**POST REFERENCE:**  101148

**Purpose of Post**

To provide efficient cash collection service within the Finance Division.

**Key Relationships**

To develop and maintain links with Officers in other departments of the Council and external agencies, as appropriate, in relation to cash receipting matters.

**Main Duties and Responsibilities**

1. Day to day supervision and operation of the Council’s computerised cash receipting facilities (and manual systems in the event of computer breakdown) to secure the safe and efficient collection, receipting and banking of all monies received by the Council.
2. Maintaining the day to day security of the cash office area and ensuring cashiers cash drawers are kept adequately secure.
3. Playing a key role in the administration of the cash receipting system and the Council’s income management system.
4. Organisation of staff working arrangements to ensure that adequate resources are available to meet public demand for the Cash Office service.
5. Ensuring the safe is adequately stocked and balanced on a daily basis.
6. Dealing with Petty Cash claims and responsibility for Petty Cash accounting including maintenance of the imprest.
7. Ordering of computerised cash receipting stationery.
8. Dealing with dishonoured remittances, corresponding with payees to secure alternative arrangements and notifying Council Departments accordingly.
9. Staff training, as required.
10. The processing of computerised data as required.
11. Any other duties of a related nature which might reasonably be assigned to the post by the Revenues Manager.

**Changes**

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 9 September 2020

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**