

Day to day

Office manager

- raises invoices, purchase orders using SAGE
- produces monthly management accounts for CEO, Management team
- monitors, in relation to budget
- provides end of year projections
- produces quarterly management accounts for the attention of the Audit and Finance Advisory Committee and Management Team, these require to identify overspend/underspend/projections/recommendations etc
- provides quarterly accounting information to the LSS to assist with budget and levy discussions

Scheme of Financial Delegation

Draft attached

Payroll

- Moorepay
- Office manager in conjunction with HR Manager. HR provides figures/adjustment for overtime, expenses etc.

Banking

- RBS
- Consider On-line banking

Internal Auditors (Section 52)

Note – SLCC Governance Arrangements say will ‘consider the need for internal audit resources and to appoint internal auditors as appropriate’. However, the Scottish Government’s Model Management Statement at 4.6.1 says that an ‘NDPB shall establish and maintain arrangements for internal audit...’

An Internal Auditor will be appointed to:

- focus on specific areas of risk.
- consider matters on a rotational basis over a period of, say, 3 years
- terms of reference require to be drawn up

Auditors (Section 53)

- Anticipate a fee of approximately £25,000 + VAT

Audit Scotland

- appoint auditors