

Revenues & Benefits IT Manager

Job Outline

Main Purpose of the Job

To Manage the Council Tax and Benefits IT systems Team providing the processing backbone for hundreds of thousands of complex transactions each year. This includes maintaining accurate software and data, as well as supplying vital performance and financial reports through which all Revenues and Benefits services can be monitored.

To Manage the Council Tax Finance, Property and Administration Team ensuring that Council Tax property data is accurately maintained and all financial controls are maintained accurately and efficiently.

Key Accountabilities

- Manage the planning, running and maintenance of user security measures to protect clients' information and data
- Manage system parameters in accordance to regulatory guides and business requirements ensuring the integrity of personal and system data is maintained
- Manage, plan and implement software releases and changes ensuring the integrity of the system architecture and the accuracy of data is maintained
- Managing IT projects to meet business needs
- Facilitate and identify induction, intermediate and specialist staff training to maintain an effective workforce capable of meeting the services objectives
- Manage the extensive daily batch suite ensuring that all financial, transaction and processed jobs are run accurately, timely and efficiently.
- Manage and reconcile control records to ensure the accuracy and integrity of the data is maintained
- Manage, plan and implement the testing of regulatory and other software changes ensuring the integrity and accuracy of the system is maintained
- Managing the sections budget
- Representing the Council at national IT System meetings
- Manage the Council Tax property database ensuring that accuracy and integrity is maintained
- Manage the processing of the Services invoices, purchase orders, and expenses

Staff managed directly: 10

Budgetary responsibilities: £515,610