

## FOI 217 2016

### REQUEST AND RESPONSE

Please could you provide the following information

1. Structure charts showing job titles and numbers of full-time equivalent staff for:
  - a. Financial management functions
  - b. Transactional finance functions

We do not define a split between finance management and transactional finance functions. The total FTE (excluding the Corporate Director) is 21.97. A structure chart is attached.

2. Of the staff shown, please indicate how many are:
  - a. Qualified CCAB - 6
  - b. Qualified AAT or equivalent - 4
3. Relevant contextual data – the numbers of budget-holders and/or cost-centres supported, numbers and types of transactions processed, etc.

Budget information (including cost centres) is available on the Tendring District Council Website. The number and types of transactions processed per year based on 2015/16 are provided below.

<b>Transaction Types</b>	<b>Number</b>	
AC	Automatic Matching (MT)	1,175
AM	Automatic Matching (Debtors)	27,322
C1	Creditor Invoices 1	8,443
C2	Creditor Invoices 2	27,262
C3	Creditor Invoices 3	7,465
C4	Urgent Creditor Invoices	233
C5	Creditor Invoices 5	303
C6	Creditor Batch Inputs	11,311
C7	Money Transfer Entry	2,428
CD	CIS Deductions	930
CE	Creditor Payments - Cheques	6,829
CH	Cash Interface	231,986
CP	Car Parks (Chipside)	779
CQ	Cancelled Cheque	1,666
CR	Creditor Reversal	894
CT	Council Tax Refunds	4,897
DD	Direct Debits Posting	24,497
DE	Contract Services Engineering	30
IP	Creditor Payments - BACS	8,835
JT	Journal Transactions	26,696
MP	Manual Payments (Debtors Only)	976
MT	Money Transfers (Creditors Only)	1,420
PR	Print Unit	743
PY	Payroll Interface	67,092
SI	Sales Invoices	79,193
VM	Vehicle Maintenance	1,470
WO	Debt Write-off	450
		<b>545,325</b>