

18 FINANCE DEPARTMENT - APPLICATIONS FOR REGRADING (AN185-2004)

In accordance with the agreed procedure, 3 Clerical Assistants in the Sales Ledger team of the Finance Department submitted applications that their posts should be regraded from the current level of GS1/3 (£10,068 - £14,211) to AP2 (£15,582 - £16,866). Following a review of the duties and responsibilities of the posts, the Assistant Chief Executive (Management) confirms that the applications for regrading have been substantiated and recommends that these posts and 7 other similar posts in the same team, should be regraded to GS3/AP1 (£13,650 - £15,204). In addition, it is recommended that these posts should be redesignated to Accounts Officer or Recovery Officer, depending on the requirements of the Depute Chief Executive (Finance).

In the same team, 2 Administrative Assistants submitted applications that their posts should be regraded from the current level of AP2 (£15,582 - £16,866) to AP5 (£22,398 - £24,396). Again, following a review of the duties and responsibilities of the posts, the Assistant Chief Executive (Management) confirms that the applications for regrading have been substantiated and recommends that the posts should be regraded to AP3 (£17,340 - £19,029). In addition, it is recommended that one of these posts should be redesignated to Senior Accounts Officer and the other Senior Recovery Officer.

Finally, it is recommended that the post of Sales Ledger Controller should be redesignated to Sales Ledger Manager.

The Committee's approval is requested.