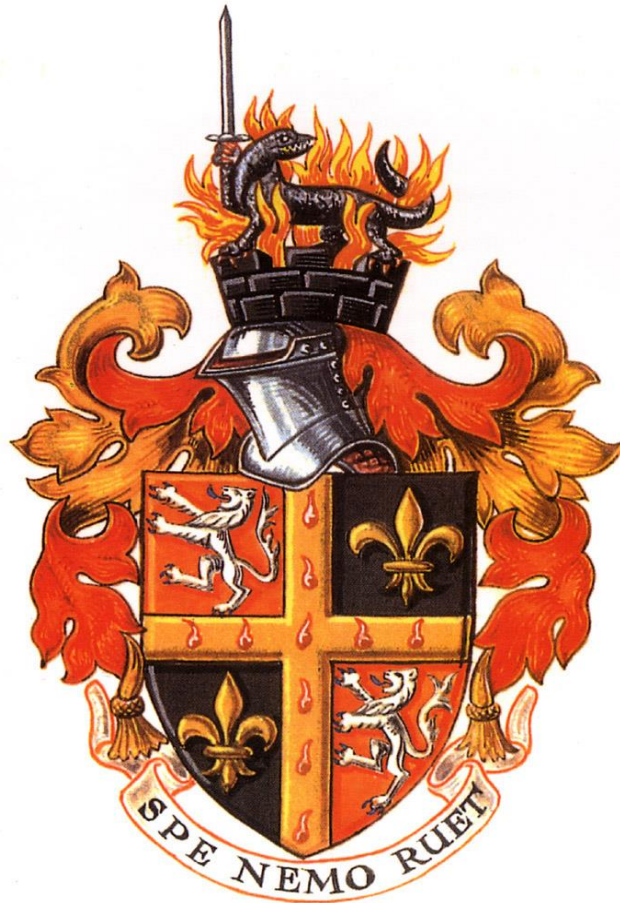


SPENNYMOOR TOWN COUNCIL



Finance Manager

Candidate Application Pack

Finance Manager

Thank you for requesting this application pack which contains information that will assist you in your decision of whether or not to apply for the post.

Spennymoor is a large Town Council with an annual budget of £1.25m and a permanent workforce of 23 employees and 22 elected Members.

The Town Council has recently undertaken an organisational review, which has highlighted the Town Council's desire to appoint an in-house financial professional. The Council is passionate in its determination to provide first class public services to the residents of the Parish and are now looking to appoint someone to assist with this aim. You will need to have a proven track record in higher level accountancy coupled with strategic thinking and innovative skills.

The closing date for applications is 12noon on Wednesday 1 August 2018. Shortlisting will take place on Friday 3 August 2018.

An application form is enclosed with this pack and should be returned by post marked **Private and Confidential** with a covering letter addressed to:

Lisa Yorke
PA to Town Clerk and Town Mayor
Spennymoor Town Council
Town Hall
Spennymoor
DL16 6DG

For further information about the Town Council please visit our website at <https://www.spennymoor-tc.gov.uk/>

May I take this opportunity to wish you every success with your application. If you wish to have an informal discussion with me relating to the role please contact me on 01388 815276.

Yours sincerely

KATHERINE HIERONS MBA LLB PG DIP
Town Clerk



**ARE LOOKING TO RECRUIT A
FINANCE MANAGER**

SALARY:
£38,052 - £41,846

LOCATION:
Spennymoor Town Hall, Spennymoor, County Durham, DL16 6DG

CONTRACT:
Permanent – 37 hours per week

THE ROLE:

You will be responsible for managing the Council's financial resources including the budget setting process, financial monitoring and annual statement of accounts in accordance with public sector requirements.

As part of the Senior Management Team you will be a strategic thinker who is well organised and self-motivated with a strong customer focus. You will also have the ability to produce and present financial reports and updates to Members at meetings of the Council.

Ideally you will have broad-based financial management experience, preferably within the public sector and be a member of an accounting body (CIPFA, CCAB).

The Town Council offers generous benefits including enrolment into the Local Government Pension Scheme, flexible working hours and 26 days annual leave with a further five days after five years local government service.

If you wish to have an informal discussion with the Town Clerk relating to the role please contact Katherine Hierons on 01388 815276.

Closing date for applications: 12noon on Wednesday 1 August 2018

SELECTION PROCESS

Shortlisting of candidates will be undertaken by the North East Regional Employer Organisation (NEREO), in conjunction with Senior Officers.

The Council's Appointment Panel will consider and approve a recommended shortlist week commencing 6 August 2018.

The formal selection process, consisting of a Presentation and Interview will take place on Thursday 16 August 2018.

The appointment will be made by the Appointment Panel on the day and confirmed by telephone in the first instance and later by written confirmation.

INTERVIEW/PRESENTATION

Shortlisted candidates will be invited to give a short presentation (PowerPoint) to the Appointment Panel at the commencement of the interview. The presentation topic will be the same for each candidate and each candidate will be notified of this in advance of attendance.

The presentation will last a maximum of ten minutes with a further five minutes allocated for any potential questions. This will be followed by Member questions for a maximum of forty five minutes.

REFERENCES

Formal references will be requested for all shortlisted candidates.

EXPENSES

Travelling expenses will be paid on the basis of standard class/rail/public transport to Spennymoor or car mileage at the rate of 45p per mile. An overnight hotel/bed and breakfast stay for candidates who need to attend overnight will be payable, subject to approval in advance.

Any candidate who withdraws without good reason will not be reimbursed travel, subsistence or other expenses other than at the discretion of the Council.

DISABLED CANDIDATES

Any candidate who is disabled will be asked to contact the Town Clerk in confidence, so that any reasonable adjustments can be made to the recruitment process if necessary.

MAIN TERMS AND CONDITIONS

1. **SALARY**

The full time equivalent salary will be within the range of £38,052 - £41,846.

2. **PLACE OF WORK**

Spennymoor Town Hall, Spennymoor, County Durham, DL16 6DG. You may be required to work from other Town Council premises as appropriate.

3. **TERMS AND CONDITIONS**

In accordance with the Terms and Conditions established by the National Joint Council for Local Government Employees (commonly known as the Green Book), supplemented by a Local Collective Agreement.

4. **HOURS OF WORK**

Normal working week is 37 hours and the office hours are 8:45am-5pm Monday to Thursday and 8:45am-4:30pm on a Friday.

However, the nature and seniority of the post requires that the working hours of the Finance Manager will need to include attendance at appropriate evening meetings of the Council. The Town Council does operate a system of Time off in Lieu (TOIL) and further information will be provided on appointment.

5. **HOLIDAYS**

26 days rising to 31 days after 5 years continuous local government service, plus 8 public holidays.

6. **PERIOD OF NOTICE**

At least three months written notice is required on either side to terminate the employment.

7. **PENSION**

Employees of the Town Council are entitled to join (or transfer to) the Local Government Pension Scheme as administered by Durham County Council.

8. **PROBATION PERIOD**

The successful candidate will be subject to a six month probationary period during which time they must prove their suitability for the post. The probationary period will be monitored by monthly appraisals with the Town Clerk.

JOB DESCRIPTION

1. **POST TITLE:** Finance Manager
2. **GRADE:** £38,052-£41,846
3. **LOCATION:** Your normal place of work will be at Spennymoor Town Hall
4. **RELEVANT TO THIS POST:**
 - Car User Status:** Casual car user allowance
 - DBS:** This post is subject to standard disclosure
 - Telephone:** A mobile telephone will be provided
5. **ORGANISATIONAL RELATIONSHIPS**

The post holder is a member of the Senior Management Team and reports directly to the Town Clerk.
6. **DESCRIPTION OF ROLE**

To advise the Town Clerk and Council on all elements of the organisations financial resources. To ensure that all accounting procedures and processes are managed and operated in accordance with the Town Council's financial regulations.
7. **DUTIES & RESPONSIBILITIES SPECIFIC TO THIS POST**
 - As part of the Senior Management Team to provide appropriate corporate support and advice as required.
 - To deputise for the Town Clerk in their absence as directed.
 - To develop and maintain the necessary range of best practice financial procedures, control systems and support processes to efficiently manage the Council's resources to ensure that consideration is given at all times to achieving the most efficient, effective and customer friendly way of working.
 - To develop and manage the Council's risk management framework.
 - To provide performance and financial management information reports to the Town Clerk, including production of the Annual Budget, production of monthly budget management and control reports to the Town Clerk and the Council, as well as income and expenditure, cash flow, cash at bank, treasury management and investment performance reports.
 - To ensure that all deadlines are met in relation to the annual budget, budget forecasting, closure of accounts, VAT returns, reconciliations of the financial system and development of the financial systems.
 - To contribute towards the reviews of the utilisation of financial information and administration systems and to look for continuous improvement.
 - To produce the Council's final accounts

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- Production of the Medium Term Financial Plan.
- To develop and maintain the Council's Asset Register and Asset Management Plan.
- In consultation with the Town Clerk, to co-ordinate and support the external and internal Audit Processes.
- In consultation with the Town Clerk to provide support to the Policy and Resources and Facilities and Recreation Committees.
- To effectively manage all aspects of the Council's insurance arrangements.
- To develop and manage a best practice procurement policy and associated processes, in accordance with the Council's Financial Regulations and Standing Orders.
- To periodically review the Council's Financial Regulations in accordance with recognised best practice.
- To identify sources of additional funding and secure funds through the preparation and submission of grant applications to finance new service development initiatives.
- To support the Town Clerk in the effective implementation and monitoring of the Town Council's performance review arrangements.
- To manage the Council's payroll services.
- In conjunction with the Town Clerk, to deploy the workload of the staff within the Finance & Administration team.
- The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and competence of the post as directed by the Town Clerk as head of the Council's Paid Service.

8. COMMON DUTIES AND RESPONSIBILITIES

8.1 Quality Assurance

In conjunction with the Town Clerk, to set, monitor and evaluate standards of individuals, team performance and service quality so that the user and the Service's requirements are met and that the highest standards are maintained. To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes, and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

8.2 Communication

In conjunction with the Town Clerk, to establish and manage the team communications systems ensuring that the Finance and Administration Service's procedures, policies, strategies and objectives are effectively communicated to all team members.

8.3 Professional Practice

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service's stated objectives of

continual improvement in the quality of its services to internal and external customers.

8.4 Health and Safety

To ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

8.5 Finance Management

To provide vision and leadership to staff within the Finance and Administration team, ensuring that effective systems are in place for workload allocation and management, the application of the Town Council's policies and procedures, including those relating to equality, supervision and appraisal (in conjunction with the Town Clerk) and all aspects of their performance, personal development, health and welfare.

8.6 Financial Management

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

8.7 Appraisal

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

8.8 Equality and Diversity

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we are developing policies which will seek to remove any barriers to equality of opportunity and to eliminate unfair and unlawful discrimination.

These policies apply to all employees of Spennymoor Town Council.

8.9 Confidentiality

All members of staff are required to undertake that they will not divulge to anyone, personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets.

8.10 Induction

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualification	<p>Professional Accounting Qualification to CIPFA standard or equivalent.</p> <p>Evidence of Continuing Professional Development.</p>	<p>CiLCA (Certificate in Local Council Administration)</p>	<p>Application form</p> <p>Selection process</p> <p>Pre-employment checks</p>
Experience	<p>Significant broad-based financial management experience, gained in a public service environment.</p> <p>Experience of preparing and presenting financial reports to Senior Management, Elected Members and external stakeholders.</p> <p>Experience of producing year end accounts in accordance with Public Sector Standards.</p> <p>Experience of producing financial management information, including budget performance reports to Senior managers and elected Members.</p> <p>Experience of budget setting in a local council setting.</p> <p>Experience of governance management – producing,</p>	<p>Supervisory experience</p> <p>Experience of SAGE financial Management systems.</p> <p>Experience of managing the payroll service.</p> <p>Experience of managing insurance arrangements.</p> <p>Experience of dealing with VAT and other taxation matters.</p> <p>Experience of procurement processes.</p> <p>Experience of seeking external funding and dealing with funding applications.</p> <p>Experience of providing administrative support to Members and Committee meetings.</p> <p>Understanding of Access to Information, Data Protection and</p>	<p>Application form</p> <p>Selection Process</p> <p>Pre-employment checks</p>

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	reviewing, revising policy and processes.	Freedom of Information Legislation within a local Council setting and the General Data Protection Regulations.	
Skills/knowledge	<p>Ability to communicate effectively both verbally and in written form.</p> <p>To work under pressure and to tight deadlines.</p> <p>Ability to use information technology.</p> <p>Ability to demonstrate use of initiative.</p> <p>Aptitude for problem solving.</p> <p>Ability to think logically.</p> <p>A successful track record of performance management and managing at a strategic and operational level</p>	<p>Knowledge of local government or public sector financial systems.</p> <p>Experience of working in a local council administrative office.</p> <p>Experience of IT system procurement.</p>	<p>Application form</p> <p>Selection Process</p> <p>Pre-employment checks</p>
Personal Qualities	<p>Willingness to work as one of a team.</p> <p>Pleasant manner when dealing with colleagues and customers.</p> <p>Flexible approach.</p> <p>Enthusiastic and self-motivated.</p> <p>Tactful, discreet, politically aware.</p> <p>Access to a car or</p>		<p>Application form</p> <p>Selection Process</p> <p>Pre-employment checks</p>

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	<p>means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).</p> <p>Will be required to have a flexible approach to working hours as attendance at some evening meetings is essential.</p>		
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STAFFING STRUCTURE

