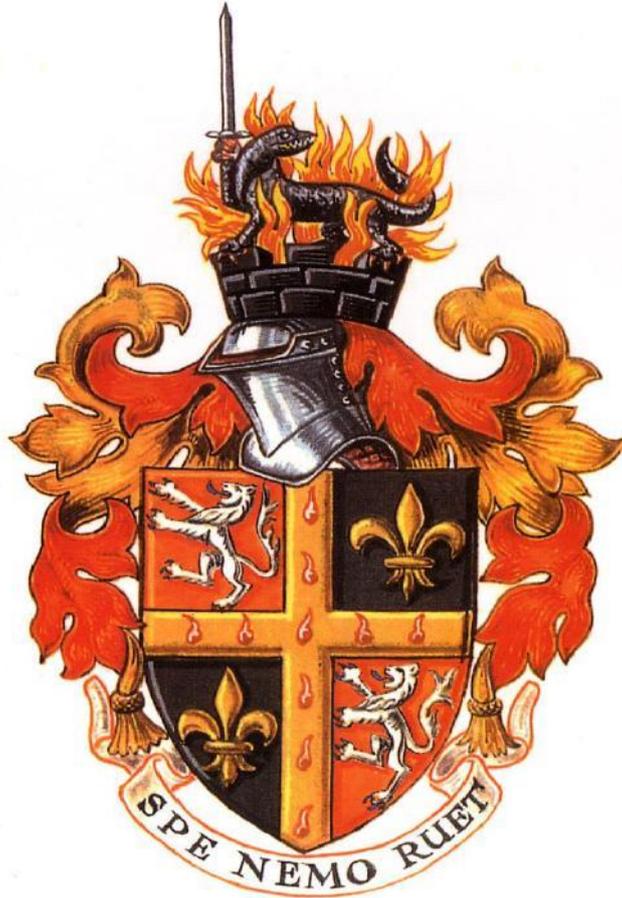


# **SPENNYMOOR TOWN COUNCIL**



**Finance Manager**

**Candidate Application Pack**



**ARE LOOKING TO RECRUIT A  
FINANCE MANAGER**

**SALARY:**

Salary range £24,491 - £43,857 (pay award from 1 April 2021 pending)  
Starting salary will depend upon qualifications held and length of experience.  
For a fully qualified accountant the starting salary will be £40,876

**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 or a tour of the building with the Town Clerk/Deputy Town Clerk relating to the role please contact Lisa Yorke on 01388 815276.

Closing date for applications: **12 noon on Friday 12 November 2021**

## SPENNYMOOR TOWN COUNCIL

### **SELECTION PROCESS**

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

The Council's Appointment Panel will consider and approve a recommended shortlist on Tuesday 16 November 2021

The formal selection process, consisting of a Presentation and Interview will take place on Wednesday 1 December 2021 and Thursday 2 December 2021, depending on the number of applications.

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.

## SPENNYMOOR TOWN COUNCIL

### MAIN TERMS AND CONDITIONS

**1. SALARY**

Salary range £24,491 - £43,857 (pay award from 1 April 2021 pending).  
Starting salary will depend upon qualifications held and length of experience.  
For a fully qualified accountant the starting salary will be £40,876.

**2. PLACE OF WORK**

Hybrid: a mixture of working at Spennymoor Town Hall and from home.

**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 months' 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.

## SPENNYMOOR TOWN COUNCIL

### JOB DESCRIPTION

1. **POST TITLE:** Finance Manager
2. **GRADE:** Salary range £24,491 - £43,857 (pay award from 1 April 2021 pending). Starting salary will depend upon qualifications held and length of experience. For a fully qualified accountant the starting salary will be £40,876.
3. **LOCATION:** Hybrid: a mixture of working at Spennymoor Town Hall and from home

4. **RELEVANT TO THIS POST:**

- |                         |   |
|-------------------------|---|
| <b>Car User Status:</b> | Casual car user allowance                       |
| <b>DBS:</b>             | This post is subject to standard DBS disclosure |
| <b>Telephone:</b>       | 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**

- The Finance Manager will be responsible for the management of the Council's finances and is designated as the 'Responsible Finance Officer'.
- As part of the Senior Management Team to provide appropriate corporate support and advice as required.
- To manage a team of Finance and Administration Assistants.
- 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 achieving the most efficient, effective and customer friendly way of working.
- To monitor and balance the Council's accounts and prepare records for audit purposes and Value Added Tax (VAT).
- To ensure, at all times, that the Town Council obtains value for money in all aspects of its operational requirements and arrangements, including but not limited to: staffing, premises, contracts, equipment, processes and procedures.
- To receive and report on invoices for goods and services to be paid for by the Town Council and to ensure such accounts are met. To ensure invoices on behalf of the Council for all goods and services are issued and paid as appropriate.

- To ensure that the Town Council's obligations to insure are properly met.
- To ensure preparation and presentation of the Town Council's annual accounts.
- 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
- 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 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

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Qualification	<p>Professional Accounting Qualification to CIPFA standard or equivalent OR relevant experience plus the willingness to achieve the formal qualification.</p> <p>Evidence of Continuing Professional Development.</p>	<p>FiLCA (Finance in Local Council Administration) or the ability to achieve this within one year of appointment.</p> <p>Professional Accounting Qualification to CIPFA standard or equivalent</p>	<p>Application Form</p> <p>Selection Process</p> <p>Pre-employment checks</p>
Experience	<p>Significant broad-based financial management experience,</p> <p>Extensive experience of preparing and presenting financial reports to Senior Management, Elected Members and external stakeholders.</p> <p>Extensive experience of producing year end accounts</p> <p>Significant experience of producing financial management information, including budget performance reports to Senior managers.</p> <p>Experience of budget setting.</p> <p>Experience of governance management –</p> <p>Producing reviewing, revising policy and processes.</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 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>Application Form</p> <p>Selection Process</p> <p>Pre-employment checks</p>

	<p>Experience of line managing a team</p>	<p>Experience of procurement processes. 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 Freedom of Information Legislation within a local Council setting.</p>	
<p>Skills/knowledge</p>	<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 problemsolving.</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>

<p>Personal Qualities</p>	<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>A track record of demonstrating resilience in a professional manner.</p> <p>Access to a car or 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>		<p>Application Form</p> <p>Selection Process</p> <p>Pre-employment checks</p>
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