

# GREAT AYCLIFFE TOWN COUNCIL



## ***CANDIDATE INFORMATION PACK***

Post: Finance Manager

Post Number: EF16

Closing Date: 26<sup>th</sup> November 2020

Interviews: Wednesday 16<sup>th</sup> December 2020  
Personnel Sub-Committee Panel



## **GREAT AYCLIFFE TOWN COUNCIL**

### **JOB ADVERTISEMENT**

**Salary Grade 5(i) Spinal Points 33 to 36  
£36,922 to £39,880 per annum**

### **APPOINTMENT OF FINANCE MANAGER**

The Town Council is seeking to recruit a dynamic, qualified and experienced individual to join our senior management team.

The successful candidate will be responsible for managing our small finance team and overseeing all aspects of the financial management of the Council, including preparing the medium-term financial plan, annual budgets and year-end accounts, and overseeing the management of internal audit, payroll, accounts payable and receivable.

You will need sound financial knowledge and experience, preferably at management level within a local government organisation, and a knowledge of the legal and financial framework relating to local councils. A relevant accountancy qualification would also be desirable.

The Council is committed to further enhancing its image as a pro-active and financially responsible Council, working in partnership with, listening to and speaking up for the community of Great Aycliffe.

If you feel you can help meet the challenge, please complete an application pack, which is available to download from the Council website or upon request from the Council Offices.

Please contact the Finance Manager on 01325 300700 if you wish to have an informal discussion about the job.

## Introduction to Great Aycliffe

The Parish of Great Aycliffe comprises the town of Newton Aycliffe and the villages of Aycliffe and School Aycliffe and is the oldest New Town in the North East.

The population of Great Aycliffe is approximately 26,633 (Census data 2011) and is projected to grow over the next few years.

Great Aycliffe is a vibrant community, set in an attractive semi-rural setting. It is bounded on all sides with open countryside and the area administered by the Town Council contains many attractive green spaces.

There are a great many walking routes, with a number of public rights of way and bridleways giving easy access to extensive areas of green spaces, nature areas and local wildlife areas. Many of the main thoroughfares have tree lined avenues which enhance the green feel of the town.

Throughout the late nineteenth and early twentieth centuries, the mining industry dominated Durham. During World War II, the Government established an ordnance factory near to Aycliffe Village, to supply munitions to the services. The workforce, mainly women, became known as the 'Aycliffe Angels' or the 'canaries' so called because the chemicals used in shells turned their hands and skin yellow.

After the war, Aycliffe became the site of a New Town, planned to provide good quality homes near to Aycliffe Industrial Estate. Under the guidance and control of the Aycliffe Development Corporation, the Town flourished and has grown to be part of the Great Aycliffe settlement.

Schools in the area are generally good and are increasingly linked to the higher education network. The investment and building of a University Technological College on the Business Park has enable young people from the area to have a choice of educational and vocational routes with excellent prospects for employment in nearby facilities.

It has excellent connectivity within and around the town with the A1(M) to the east and the Bishop Auckland to Darlington rail line running through the western side of the town and Business Park with two stations serving the Parish.

Aycliffe Business Park has grown beyond its original 'industrial' title to become the largest business park in the North East, attracting a wide range of international, national and local companies to its premises. The Aycliffe Business Park is home to around 500 companies and around 10,000 employees and continues to expand with a mixed-use retail development and trade park anticipated to commence work in 2019 subject to planning approval.

There is a strong community feel with a wide range of community facilities, voluntary groups, clubs and societies active in the area. A large range of play and leisure facilities are provided by Great Aycliffe Town Council and Durham County Council across the Parish with something for everyone.

Housing conditions are generally above average. Significant levels of new house building means that Aycliffe can offer a wide choice of starter, family and executive homes to new residents coming to the area.

However, parts of Great Aycliffe are ranked within the poorest 20% of deprived areas nationally. As a 'new town' Newton Aycliffe has a higher than average ageing population.

Social housing in the Great Aycliffe area is mainly provided by Livin a 'not for profit' housing association, as well as a number of other registered social and private landlords and private houses.

The town centre has a mix of individual retail outlets and chain stores, with individual retail outlets in neighbourhood areas. A wider range of shopping facilities is available in Darlington, Bishop Auckland and Durham.

As with much of the North East, the highly attractive environment can, however, serve to mask some of the problems inherent in the area. The North East is continuing its transformation from an economy traditionally based on heavy engineering and manufacturing, with a lower skills base, towards the more modern, higher skilled mixed economy visualised in the regional economic strategy. The planned expansion for Aycliffe Business Park and the investment by Hitachi Rail Europe is assisting Aycliffe to have higher aspirations for the Town.

There are 30 Councillors on the Town Council, serving 8 wards:

Byerley Park, Horndale and Cobblers Hall	-	6 Members
Shafto & St Mary's	-	4 Members
Woodham	-	6 Members
Neville	-	2 Members
West Ward	-	6 Members
Aycliffe Village	-	1 Member
Simpasture	-	2 Members
Aycliffe Central	-	3 Members

The Council conducts its business through three major committees, Policy and Resources, Environment and Recreation, supported by a number of Sub Committees and Working Groups, including Audit Sub Committee, Asset Management Working Group and Service Review Working Group.

## Services Provided by Great Aycliffe Town Council

The Town Council provides a wide range of services, facilities, events and activities within the Parish including:-

- Two pre-school learning centres at St Oswald's Park, one offering places for two-year olds and the other for three to four-year old children.
- Oak Leaf Sports Complex providing indoor bowls, a multi-use sports hall, squash courts, children's holidays courses, a function room, and bar and catering facilities.
- Oak Leaf Golf Complex comprising an eighteen-hole golf course, golf shop, changing rooms, eighteen-bay driving range and practice and putting area.
- Five football pitches including junior football and six a side pitches.
- Ten parks, all with play equipment; Town Park, St Oswald's Park, Simpasture Park, Moore Lane Park, Horndale Park, West Park, Byerley Park, Woodham Park, Aycliffe Village Park and Cobblers Hall Park.
- Additional play areas at Scott Place, School Aycliffe and Oak Leaf Sport Complex.
- Five Multi Use Games Areas at Woodham Park, Moore Lane Park, Simpasture Park, Horndale Park and Cobblers Hall Park, a BMX Track at Woodham Park, a Scoot Track at Horndale Park and a Skate Park at the Town Park.
- Run Stephenson Way and West Cemeteries including the provision of burial services and grounds maintenance and burial service at St Andrew's Churchyard.
- Run five allotments sites, providing 212 allotment plots, including pigeon and poultry facilities and bee keeping plots.
- A community events programme including Senior Citizens Trips, Fun in the Parks, Santa Tours, Fireworks Display, Christmas Lights and the Big Brass Bash.
- Assist and support other event organisers to run events including the 10k race, Remembrance Day Parade, Junior Cross Country, Annual Indoor Bowls Competition and Community Enhancement Awards.
- A Park Patrol Service and Town Pride Team;
- Grounds maintenance e.g. provision of flower beds, grass cutting and tree planting and maintenance, on all Council owned land and facilities.
- Environmental management of a number of nature and conservation areas and other green open space across the Parish including North Agnew Plantation, Cobbler's Hall Plantation, Woodham Burn, Simpasture Railway Walk, Great Aycliffe Way, Millfields and Bickford Terrace at Aycliffe Village, the Butterfly Meadow at Simpasture Rail Halt, the area known as Seven Hills, School Aycliffe Wetlands and Byerley Park Nature Area.
- The Environment Centre at Moore Lane and an environment events programme.
- Encourage interest in the environment of Great Aycliffe through the Works and Environment Manager and his team who work with the community and schools.
- A range of civic events and functions and the Town Mayor.
- Great Aycliffe Youth Council.

- Provision and maintenance of public seating, litter and dog bins and bus shelters.
- Provide and continue to maintain Aycliffe Angels Memorial Garden.
- Maintenance of the war memorial and flagpole at St Clare's Church.
- Aycliffe Village Greens – custodians and maintenance.
- Provide a lorry park.
- Encourage Community engagement and empowerment through the Customer Panel, Consultation and Open Days.
- Provide small grants to local voluntary organisations.
- Developing and updating the Great Aycliffe Neighbourhood Plan
- Comment on planning applications

Services are currently provided by a workforce of 69 staff of which 43 are full time posts and 26 part time posts, supported by a number of casual and temporary staff.

## **The Finance Section**

The Finance Section plays an important corporate role in helping the Council to meet its statutory financial responsibilities, securing economy, efficiency and effectiveness in use of public resources, and delivering value for money to local council taxpayers.

The Finance Section is responsible for the overall financial management of the Council and also provides an important support service to the Council's front-line service areas, and to officers and Members of the Council.

The main responsibilities of the Finance Section are detailed below:-

- Maintaining, updating and monitoring compliance with the Council's Financial Regulations and the Standing Orders for Contracts and Procurement;
- Managing and developing the Council's accounting systems, internal controls, financial records, policies and procedures;
- Reporting on the Council's financial performance;
- Providing financial information to Members and officers including the regular reporting of budgetary control during the year;
- Preparing the annual Revenue Budget and Capital Programme;
- Preparing the Medium-Term Financial Plan;
- Preparing the annual Accounting Statements and Annual Governance Statement within the Annual Governance and Accountability Return;
- Treasury management including the maintenance of the Treasury Management Code of Practice and the management of the Council's cash flow, loans and investments;
- Managing an effective payroll service;
- Managing an effective accounts payable and receivable function to ensure that all invoices are raised and paid promptly;
- Managing an effective income collection and banking system to ensure that all monies receivable by the Council are collected and banked promptly;
- Managing the Council's insurance arrangements;
- Managing the Council's banking arrangements;
- Accounting for taxation including VAT and income tax;
- Providing an effective internal audit service; and
- Providing financial advice and training.

## **Finance Section Mission Statement**

The Finance Section has adopted the following statement as its mission statement:-

*“To manage the Council's finances economically, efficiently and effectively, helping to secure value for money for local taxpayers; and provide a high-quality financial support service to all members, managers and staff”.*

## Guidance Notes for the Job Application Process

Thank you for showing an interest in the vacancy we advertised. Before you fill in your application, please read the following notes. We hope you find them helpful.

This Candidate Pack includes the application form, job description, person specification, information on the Council and finance service, and guidance for completing your application and will be sent to each applicant.

Please do not send us a CV (career summary) as we will not be able to consider it.

When filling in the application form, type or write clearly in black ink. This helps us with photocopying.

When we are recruiting new employees we use the following documents:

- Job Description
- Person Specification
- Application Form

A description of each document is set out below.

### **Job Description**

This provides you with full details of the post and sets out the post name, grade, hours and the main responsibilities and duties of the job.

### **Person Specification**

This is the most important document which explains exactly what we are looking for from the ideal candidate for the job. It explains to you knowledge and experience, qualifications and training, skills and personal attributes that we feel are required to enable you to do the job effectively. We call these 'selection criteria' and use these to short list candidates for interview.

**'Essential'** criteria are those which you must have to successfully carry out the responsibilities of the job. You should ensure that you meet most of the essential criteria for the job if you wish to be shortlisted for interview.

**'Desirable'** criteria are those additional requirements which may also be used if too many forms are received which meet the 'essential' criteria.

You should ensure that in completing your application form, that you clearly demonstrate how you meet these specific criteria.

### **Application Form**

If you want to apply for more than one job, please fill in a separate application for each job.

It is always a good idea to make a rough draft first. Check through your draft to make sure that it is clear and that it covers all the person specification criteria, before you fill in the form.

Please give all the information you think we may need, as we cannot guess or assume anything about you.

You may wish to complete the sections on 'duties and responsibilities' and 'supporting information and experience' by using a word processor and then attaching the printed sheets to the form.

## **Current or Most Recent Employment**

Please give details of your current or most recent employer first including the name and address, post held, date appointed, salary, notice period, and, if you have already left the employment the date and reason for leaving.

## **Duties and Responsibilities**

Please provide a full list of your main duties and responsibilities in your current or most recent employment. Try to demonstrate how your duties and responsibilities are relevant to the job description for the post for which you are applying.

## **Previous Employment**

Please provide details of your previous employers, listing the most recent first including name and address, the position held, salary, dates from and to and reason for leaving.

## **Supporting Information and Experience**

Please provide details of any supporting information that you think may be relevant to the job you are applying for, and in particular how you meet the requirements of the person specification.

You will need to provide enough information so that we can assess whether you would successfully meet the requirements of the job.

For example, if the job requires experience of report writing, tell us about the type of reports you have written, the main contents and who the reports were for, or if the job requires good analytical and numerical skills, provide examples of how you have applied these skills in your previous jobs.

You may also have relevant experience from activities outside work. This could demonstrate the sort of qualities that we are looking for just as much as any work experience. For example, you may have skills and experience from running a club or voluntary group.

## **Education and Qualifications (Secondary and Further Education)**

Please provide full details of your education at secondary school level i.e. GSCE and A Levels, and during further education e.g. HND's, Degrees providing details of the school, college or university, subjects studied, the qualification and the grade achieved.

Be as comprehensive as possible.

The advertisement and person specification will indicate if a qualification is essential for the role.

All offers of employment are subject to proof of relevant professional qualifications and membership documents of any professional bodies. You may have gained further relevant knowledge, skills and abilities from other training opportunities, ensure that you make reference to this.

## **Technical or Professional Membership**

Please provide full details of any further technical qualifications or membership of professional bodies including the institute, grade of membership and year of election.

## **Further Training or Development**

Please provide details of any further training or development that you have undertaken at work or outside of work, for example, computer related training, management training etc.

## **Medical and Other Information**

Please provide details of your doctor and confirm that you possess a current driving licence, have regular access to a car and disclose whether you are related to anyone at the Town Council.

## **Personal Details and References**

It is very important that you complete this section fully and provide contact numbers and an email address if available.

Please provide details of how many days sickness absence you have had during the last two years. Please note that your sickness record will be verified via your references, that the successful applicant will be required to undertake a medical examination (at the Council's expense) and that any job offer will be subject to receipt of a satisfactory medical report.

Please ensure that you provide details of two referees with which we can confirm the information given with your application, as well as providing us with information relating to absence, disciplinary record and suitability for the position applied for.

One of the references must be from your present or most recent employer and, if you are a recent school leaver, one should be the Head Teacher of your last school.

References will be sought for the successful candidate after the job offer has been made.

## **Equal Opportunities**

Please also complete and return the Equal Opportunities Monitoring Form.

This enables Great Aycliffe Town Council to follow the recommendations of the Equality Act 2010, that employers should monitor selection decisions to assess whether equality of opportunity is being achieved.

The information on the form will be treated as confidential and used for statistical purposes only.

The form will not be treated as part of your application.

## **If You Have a Disability**

If you have a disability which prevents you from meeting any of the criteria, tell us about this in your application. Please tell us what we could do to help you meet the criteria.

If you need help in filling in the application form or need information in a different format (for example large print), please let us know. If you have a disability we will offer you an interview as long as you meet the essential requirements of the job.

'Disability' can be defined as follows:

*'A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day to day activities'*

## **Data Protection**

The information on this form may be entered onto a computer and used for statistical, administrative and payroll purposes. Under terms and conditions of the General Data Protection Regulations 2018 the data will be treated in a secure and confidential manner and not kept for longer than necessary.

## **Recruitment Survey Form**

It would be very much appreciated if you complete and return this questionnaire whether or not you intend completing the application form.

The information contained within the questionnaire will be used for analysis and will not form any part of the selection process. Thank you for your co-operation in completing this form.

## **Submitting Your Application**

Please check the cost of postage as some applications weigh more than the usual first or second class postage prices.

Applications should be sent to:

Great Aycliffe Town Council  
Council Offices,  
School Aycliffe Lane  
Newton Aycliffe,  
Co. Durham.  
DL5 6QF

Applications can be e-mailed to [info@great-aycliffe.gov.uk](mailto:info@great-aycliffe.gov.uk). These can be signed at the interview. Receipt of your application will not be acknowledged unless you enclose a stamped addressed envelope or an e-mail address.

**If you have not been contacted with regard to your application within a week of the stated closing date, please assume that it has been unsuccessful.**

If you have any queries on any aspect of the appointment process, or require additional information or merely wish to have an informal and confidential discussion, please contact the Finance Manager, Dan Austin on 01325 300700, or email [Daniel.Austin@great-aycliffe.gov.uk](mailto:Daniel.Austin@great-aycliffe.gov.uk).

For further information about Great Aycliffe Town Council, please visit the council's website at [www.great-aycliffe.gov.uk](http://www.great-aycliffe.gov.uk)

## **Shortlisting**

Shortlisting will take place immediately after the closing date.

The shortlisting process will first discard all applicants who do not meet the essential criteria as stated in the person specification and will then consider how well the remaining applicants meet the desirable criteria and rank each candidate in priority order or scoring order.

Short listed applicants will be notified by letter.

## Recruitment Timetable

The timetable for the recruitment of the Finance Manager is set out below:-

Advert Published	5 <sup>th</sup> November 2020
Deadline for Applications	Noon on 26 <sup>th</sup> November 2020
Shortlisting	Monday 30 <sup>th</sup> November 2020
Interviews	Wednesday 16 <sup>th</sup> December 2020

## Interviews

The selection process will involve an interview which will be undertaken by a panel made up of Members of the Council's Personnel Sub-Committee, as well as the incoming Town Clerk.

The format of the interview will be:

1. A 10-minute presentation on:  
*'The challenges and risks that will need to be addressed by the Council in the next update of its Medium-Term Financial Plan'*
2. Questions from the Interview Panel on the content of the presentation.
3. General questions with regard to your knowledge, experience and suitability for the job.

## Job Offer

The position will be offered to the successful candidate subject to the receipt of satisfactory references, a satisfactory medical report and proof of qualifications (no photocopies accepted).

The successful applicant will only be allowed to start work after the receipt of this information, unless they are undergoing training or shadowing another member of staff.

Each successful applicant will then undertake the Council's Induction Programme, which includes briefings, training, and the issue of forms, policies and procedures.



# GREAT AYCLIFFE TOWN COUNCIL

## PERSONAL DETAILS

Please return to:

Great Aycliffe Town Council  
Council Offices  
School Aycliffe Lane  
Newton Aycliffe, Co. Durham  
DL5 6QF

Please mark envelope  
'Private and Confidential'

Tel 01325 300700

Fax 01325 301053

www.great-aycliffe.gov.uk

Post Finance Manager  
Department Finance  
Closing Date 26<sup>th</sup> November 2020  
Form No. \_\_\_\_\_

All sections of this form must be completed in **black** ink or print.

This application form is also available in large print.

THIS SHEET AND THE EQUAL OPPORTUNITIES MONITORING FORM **WILL NOT FORM PART OF THE SHORTLISTING PROCESS.**

PERSONAL DETAILS			
Surname	_____	Forename	_____
		Title	Mr/Mrs/Miss/Ms
Address	_____		
		Post Code	_____
<i>(If this is a temporary address, please also give your usual home address)</i>			
		Email Address	_____
Telephone No. Home	_____	Work	_____
Mobile Telephone No.	_____	National Insurance No.	_____
REFERENCES			
Please give the names and addresses of TWO referees known to you personally, one of whom must be your present or most recent employer (if references know you by another name, please state this)			
Name	_____	Name	_____
Job Title	_____	Job Title	_____
Address	_____	Address	_____
	_____		_____
County	_____	Postcode	_____
	_____		_____
Telephone No.	_____	Telephone No.	_____
May we contact this referee without further reference to you?	<b>YES / NO</b>	May we contact this referee without further reference to you?	<b>YES / NO</b>
<b>SICKNESS</b> - How many days absence from work through illness have you had over the last two years ?			
DECLARATION			
I declare that the information set out in this application form is true in all aspects and that false information may render me liable for dismissal if I am appointed.			
Signed	_____	Date	_____
<small>The information on this form may be entered onto a computer and used for statistical, administrative and payroll purposes. Under terms and conditions of the GENERAL DATA PROTECTION REGULATIONS 2018 the data will be treated in a secure and confidential manner and not kept for longer than necessary.</small>			

# EQUAL OPPORTUNITIES MONITORING

This authority operates a policy of equal opportunities and wishes to ensure that all applicants are considered solely on their merits. Therefore, we need to be able to check that all decisions are not influenced by unfair or unlawful discrimination. To help us to do this, we would be grateful if you would complete this short questionnaire. Your answers will be treated with the utmost confidence and will be used for statistical purposes only.

**ETHNIC GROUP** - Choose **ONE** section from A to E then tick the appropriate box

<p><b>A WHITE</b></p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other white background please write in _____</p> <p><b>B MIXED</b></p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other mixed background please write in _____</p>	<p><b>C ASIAN OR ASIAN BRITISH</b></p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Any other Asian background please write in _____</p> <p><b>D BLACK OR BLACK BRITISH</b></p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other black background please write in _____</p>
<p><b>E CHINESE OR OTHER ETHNIC GROUP</b></p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other ethnic background please write in _____</p>	

Do you require a work permit to take up this appointment	YES / NO
If YES, when does this expire	_____
Nationality	_____
Country of Birth	_____

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ MALE  FEMALE

MARITAL STATUS  Single  Married  Widowed  Divorced  Separated

**DISABILITY**

Applicants with disabilities, as defined under the Disability Discrimination Act 1995 will be invited for interview if all the essential job criteria are met

Do you consider yourself to have a disability YES / NO



If YES, please tell us of any reasonable arrangements we can make in order to assist you

To attend an interview  
\_\_\_\_\_

(b) To carry out the duties of this post  
\_\_\_\_\_

**CONVICTIONS**

Spent convictions must be declared for applications in relation to employment in the following areas:

<b>Oak Leaf Sports Complex</b>	<b>Park Patrol Operative</b>	<b>Sports Coaching</b>	<b>Pre-school Learning Centres</b>
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(i) Have you received any convictions, cautions or binding-over, excluding "spent convictions" under the terms of the Rehabilitation of Offenders Act 1974 (exemption) Order 1975 YES / NO

(ii) If YES, please specify:-  
\_\_\_\_\_  
\_\_\_\_\_



# GREAT AYCLIFFE TOWN COUNCIL

## APPLICATION FORM

Please return to:

Great Aycliffe Town Council  
Council Offices  
School Aycliffe Lane  
Newton Aycliffe, Co. Durham  
DL5 6QF

Please mark envelope  
'Private and Confidential'

Tel 01325 300700

Fax 01325 301053

[www.great-aycliffe.gov.uk](http://www.great-aycliffe.gov.uk)

Post Finance Manager  
Department Finance  
Closing Date 26<sup>th</sup> November 2020  
Form No. \_\_\_\_\_

All sections of this form must be completed in **black** ink or print.

This application form is also available in large print.

### CURRENT OR MOST RECENT EMPLOYMENT

Post held	_____	Name and address of employer	_____
Date appointed	_____		_____
Salary / Grade	_____		_____
Notice required	_____		_____
Date of leaving (if applicable)	_____		_____
Reason for leaving	_____		_____

### DUTIES AND RESPONSIBILITIES

Please include any relevant experience in respect of the post you are applying for.

(Continue on separate sheet if necessary)

**PREVIOUS EMPLOYMENT**

Please list most recent first

Name and address of Employers	Position held	Grade / Salary	Dates From To	Reason for leaving

**SUPPORTING INFORMATION / EXPERIENCE**

*Any other experience or information in support of your application which is not detailed elsewhere in the application form.  
Please show how you meet the criteria detailed in the Person Specification form.*

*(Continue on separate sheet if necessary).*

<b>EDUCATION AND QUALIFICATIONS - SECONDARY EDUCATION</b>			
School / College	Subject	Qualification (e.g. GCSE, O/A Level)	Grade

<b>EDUCATION AND QUALIFICATIONS - FURTHER EDUCATION</b>			
School / College	Subject	Qualification (e.g. HND, Degree etc.)	Grade

<b>TECHNICAL OR PROFESSIONAL MEMBERSHIP / QUALIFICATION</b>		
Institute	Grade of Membership	Year of Election

<b>FURTHER TRAINING AND DEVELOPMENT</b>

*(Continue on separate sheet if necessary)*

**MEDICAL INFORMATION**

Please note that the successful applicant will be required to undertake a medical examination (at the Council's expense) and any job offer will be subject to receipt of a satisfactory medical report.

Please give the name, address and telephone number of your G.P.

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Tel. No. \_\_\_\_\_

**OTHER INFORMATION**

Do you possess a current driving licence? **YES / NO**

If 'yes' do you have regular access to a car? **YES / NO**

Where applicable

*If this application is in respect of a post requiring statutory registration or a professional qualification, successful candidates will be required to produce current registration certificates prior to commencement of employment.*

**RELATIVES AT GREAT AYCLIFFE TOWN COUNCIL**

Are you related to any Member or Officer of this Authority? **YES / NO**

If YES please give the names and state the relationship. Failure to disclose such a relationship may lead to your disqualification from appointment and, if appointed, may make you liable for dismissal.

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Name \_\_\_\_\_ Relationship \_\_\_\_\_

Canvassing of members of the Council, any Committee of the Council, or Officers directly or indirectly for any appointment with the council is prohibited and shall disqualify the candidate for that appointment.

**DECLARATION**

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that the giving of false or misleading statements or withholding material or information may result in disciplinary action, including dismissal.

I understand that if the post is one which has substantial access to children or vulnerable people, the Council have my permission to proceed with any relevant police checks.

I understand that the appointment, if offered, will be subject to satisfactory medical clearance and references.

Date \_\_\_\_\_ Signature \_\_\_\_\_

*The information on this form may be entered onto a computer and used for statistical, administrative and payroll purposes. Under terms and conditions of the GENERAL DATA PROTECTION REGULATIONS 2018 the data will be treated in a secure and confidential manner and not kept for longer than necessary.*

*If you have any questions about the personal information that we hold about you or wish to exercise your relevant rights under the GDPR, please contact The Data Information Officer, at The Council Offices, School Aycliffe Lane, Newton Aycliffe, Co. Durham, DL5 6QF, or by email at [info@great-aycliffe.gov.uk](mailto:info@great-aycliffe.gov.uk). You can view our full privacy notice at [www.great-aycliffe.gov.uk/council-democracy/data-protection](http://www.great-aycliffe.gov.uk/council-democracy/data-protection)*



# Customer Recruitment Survey

As part of our work towards ensuring continuous improvement in our recruitment processes, we hope to learn from those who participate in the process. To do this, we would be grateful if you would complete this survey form as your views are important to us. This will provide constructive feedback to facilitate continuous improvement in our service and which will enable us to provide a service which reflects our customers' needs.

**It would be very much appreciated if you complete and return this questionnaire whether or not you intend completing the application form.**

The information contained within the questionnaire will be used for analysis and will not form any part of the selection process. Thank you for your co-operation in completing this form.

Post ..... Closing Date .....

## General Information

### 1. How did you find out about the post?

Publication (please specify) ..... Word of Mouth   
Internet  Job Centre  Other (Please specify) .....

### 2. Please specify what attracted you to apply? (tick all relevant boxes)

Salary  Nature of the Job  Other benefits  Career Opportunities   
Advert  Other (please specify).....

### 3. If you have decided not to apply please state what contributed to your decision.

.....

### 4. Response Time

Our aim is to ensure receipt of information by candidates within three working days following the date of request. Please specify whether:

This was met  This was not met

If not, please specify the period ..... working days.

## Candidate Pack

Please indicate your views in relation to the information provided by ticking the boxes below

Scoring code: 1 Unsatisfactory 2 Satisfactory 3 Good 4 Excellent

	1	2	3	4
1. Guidance to Candidates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Layout of application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Employment information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Standard and relevance of other information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ease of reading and clarity of material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Overall level of satisfaction with information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Comments

1. Which aspects of the pack did you feel were most useful?

2. Were there any aspects of the pack that did not meet your requirements?

3. Please provide any general comments you may have upon the recruitment service that has been provided.

4. How do you think the pack could be improved?

Signed ..... Date .....

Print name .....

**Please return to Great Aycliffe Town Council, Council Offices, School Aycliffe Lane, Newton Aycliffe, Co. Durham. DL5 6QF or email to [info@great-aycliffe.gov.uk](mailto:info@great-aycliffe.gov.uk).**

**Thank you for taking the time to complete this survey**

# Great Aycliffe Town Council

## Job Description

<b>Post:</b>	Finance Manager
<b>Responsible to:</b>	Town Clerk
<b>Salary:</b>	Salary Band 5(i) - Scale Point 33 to 36

### Job Purpose

Act as the statutory Responsible Financial Officer and be responsible for the overall financial management of the Council, helping it to meet its statutory financial responsibilities, deliver value for money to local council taxpayers and provide a financial support service to members, officers and front-line services.

### Main Duties and Responsibilities

#### Corporate

1. Ensure that the Council delivers its statutory financial duties.
2. Lead a professional and innovative finance function which supports the achievement of the Council's corporate objectives and priorities and the delivery of quality cost effective services.
3. Maintain and develop the Council's Financial Regulations, Standing Orders for Contracts and Procurement, and all supporting financial policies.
4. Maintain an up to date knowledge of developments in local government finance.
5. Proactively respond to the financial implications of new legislation affecting the Council and advise Members and officers accordingly.
6. Support the strategic management and development of the Council.
7. Report to the Town Clerk as part of the senior management team.
8. Jointly deputise, with the Corporate and Policy Officer, for the Town Clerk in his absence.
9. Provide financial advice and training to Members and officers as required.

#### Financial Management

10. In co-operation with the Town Clerk, develop and undertake the annual update of the Council's Medium-Term Financial Plan to support strategic financial planning, the delivery of services and achievement of the Council's aims and objectives.
11. Prepare the Council's annual Revenue and Capital Budget and submit the Council's annual Precept request to Durham County Council.
12. Report on the Council's financial performance.
13. Undertake regular budget monitoring and provide budgetary control information and reports to Members and Officers.

14. Review the budget monitoring and control process on a periodic basis.
15. Maintain and develop the Council's accounting systems, internal controls and financial records.
16. Prepare the Council's Annual Governance and Accountability Return incorporating the year-end accounts and Annual Governance Statement in accordance with statutory requirements, and the proper practices as set out in the Joint Panel on Accountability and Governance Practitioners' Guide published by the National Association for Local Councils.

### **Risk Management and Insurance**

17. Develop and maintain effective financial risk management arrangements and advise the Council on current and future risks and liabilities
18. Manage the Council's insurance arrangements and ensure adequate insurance cover to mitigate any identified risks.

### **Internal and External Audit**

19. In conjunction with the Internal Auditor, continue to develop the Council's Internal Audit Code of Practice in accordance with Public Sector Audit Standards.
20. Liaise with external auditors in relation to the audit of the Annual Governance and Accountability Return.

### **Treasury Management**

21. Maintain the Council's Treasury Management Code of Practice in accordance with CIPFA's Code of Practice on Treasury Management.
22. Ensure that the management of the Council's cash flow, borrowing and investments are effective.
23. Manage the Council's banking arrangements.

### **Accounts Payable and Receivable**

24. Manage an effective accounts payable function and ensure that all payments due to be made by the Council are made accurately and promptly.
25. Manage an effective accounts receivable function and ensure that all income is accurately collected and banked regularly and that all monies due to the Council are billed correctly and collected promptly.

### **Payroll and Personnel**

26. Manage an efficient and effective payroll and personnel support service.

### **Information Technology**

27. Support the development and maintenance of the Council's Information Technology Strategy.

## **General**

28. Support the development and management of human resources strategies and policies to ensure best practice.
29. Attend meetings of the Council, its committees and sub-committees as required.
30. Take reasonable care of your own health and safety and co-operate with the Town Clerk and other managers, so far as is necessary, to enable compliance with the Council's health and safety rules and legislative requirements.
31. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
32. Undertake such other duties and responsibilities as directed by the Town Clerk in line with the nature and grade of the post.

# Great Aycliffe Town Council

## Person Specification

**Job Title:** Finance Manager

**Section:** Finance Section

**Grade:** 5(i) Salary Points 33 to 36

	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
<b>Education and Training</b>	<p>Minimum of 5 GCSEs at Grades A-C including Mathematics and English Language (or equivalent qualification e.g. NVQ2)</p> <p>AAT qualified (or equivalent qualification)</p> <p>Studying towards a Professional Accounting Qualification (CCAB or equivalent), ideally CIPFA</p> <p>Evidence of continuous professional development</p>	<p>Full Professional Accounting Qualification (CCAB or equivalent), ideally CIPFA</p>	<p>Application Form</p> <p>Certificates</p>
<b>Experience</b>	<p>Significant, broad-based and demonstrable financial management experience, ideally gained in a local authority environment</p> <p>Experience of developing and maintaining an effective financial management framework including financial regulations, policies, accounting systems, system of internal control and financial records.</p>	<p>Experience of personnel and payroll policies and managing weekly and monthly payroll operations.</p> <p>Experience of developing and managing effective risk management frameworks.</p> <p>Experience of arranging and managing insurance policies.</p>	<p>Application Form</p> <p>Interview</p>

	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
<b>Experience (continued)</b>	<p>Proven experience of developing and implementing an effective budget setting and budgetary control framework and process.</p> <p>Proven experience of preparing and presenting financial reports.</p> <p>Proven experience of preparing year-end accounts</p> <p>Successful track record of managing at a strategic and operational level</p> <p>Experience of managing finance teams</p> <p>Effective IT skills and experience in confidently using MS Office applications and financial management systems.</p> <p>Experience of developing, implementing and managing a performance management approach</p>	<p>Experience of preparing a Medium-Term Financial Plan</p> <p>Experience of the Pegasus Opera 3 System</p> <p>Experience of uploading financial information to a website</p> <p>Experience of treasury management</p> <p>Experience of asset management.</p>	
<b>Knowledge and Skills</b>	<p>Detailed knowledge of local government finance</p> <p>Up to date technical knowledge of relevant financial legislation, accounting practices, corporate governance and the system of internal control</p> <p>Knowledge and understanding of relevant CIPFA Codes of Practice</p> <p>Knowledge and understanding of internal and external audit processes</p>	<p>Understanding of local government policies and procedures</p> <p>Understanding of performance management</p> <p>Ability to initiate and manage effective monitoring and review systems</p> <p>Knowledge of risk management</p>	<p>Application Form</p> <p>Interview</p>

	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
	<p>Good standard of numeracy and literacy.</p> <p>Understanding of the General Data Protection Regulation and the ability to respect confidentiality.</p> <p>Effective people management skills</p> <p>Ability to influence others.</p> <p>Ability to prepare and present clear and concise reports</p> <p>Ability to manage time effectively, prioritise and work to deadlines</p> <p>Ability to make independent decisions and demonstrate use of initiative.</p> <p>Ability to respond quickly to queries and pass on information promptly to colleagues.</p>	<p>Knowledge of VAT</p> <p>Knowledge of procurement</p> <p>Knowledge of asset management</p>	

	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
<b>Personal Attributes</b>	<p>Integrity</p> <p>Attention to detail</p> <p>Strategic manager</p> <p>Effective team player</p> <p>Enthusiastic, positive and flexible approach to work</p> <p>Strong verbal and written communication skills</p> <p>Achievement orientated</p> <p>Able to operate within a changing and complex environment</p> <p>Resilient and able to work and remain calm under pressure</p> <p>Political awareness</p> <p>Customer focussed</p>		<p>Application Form</p> <p>Interview</p>
<b>Other Relevant Requirements</b>	<p>Full driving licence or ability to travel independently.</p> <p>A flexible approach to work and a commitment to attending meetings outside of normal working hours.</p>		<p>Driving Licence</p> <p>Application Form</p>