Assistant Director of Finance (Deputy S.151) Recruitment Pack



Contents

3
4
6
7
8
9
10
12
14
17



A message from Director of Finance and Governance (S.151 Officer), **Clare James**

"Thank you for your interest in the role of Assistant Director of Finance (Deputy S.151) at Wyre Council.

"Wyre is a borough that shows the best of Lancashire. We are located on the coast, with Preston, Blackpool and the Lake District nearby and home to picturesque towns including Fleetwood, Garstang, Poulton-le-Fylde and Thornton Cleveleys, as well as many beautiful rural villages".

"Wyre welcomed over 4.4 million visitors in 2023 and it is easy to see why. The borough boasts a rich heritage, with historic high streets and bustling markets, mouth-watering local food and quality accommodation and a calendar filled with brilliant events".

"On one side you'll find stunning award-winning beaches with unspoilt coastlines, and on the other unforgettable landscapes in the Forest of Bowland, an area of outstanding natural beauty. We have a brand new and ambitious Council Plan with a clear vision: 'Wyre is a place where everyone can prosper', and across the council our staff strive to achieve this for businesses and residents within the borough".

"As the Assistant Director of Finance, you will have the opportunity to work closely with strategic leaders across the council and the Corporate Management Team to drive the service forward and continue successful delivery of major development projects across the borough. At Wyre we develop and invest in our staff including apprenticeships, professional qualifications and a range of continuous professional development, you'll have the opportunity to develop the existing team and shape the future of the service".

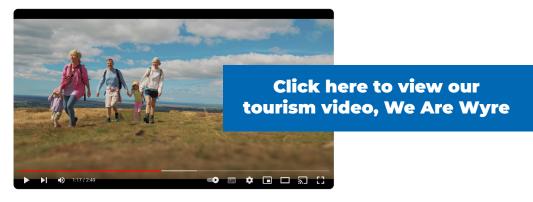


Discover Wyre

Wyre is home to four diverse towns, Fleetwood, Thornton-Cleveleys, Poulton and Garstang. Named after its 48 mile stretch of river, Wyre is less than a half hour drive from the M6 and is easily accessible by train.

With a population of around 111,900 Wyre covers 283 square kilometres and has 24 wards. We are a small but ambitious district council, sitting under Lancashire County Council. We are responsible for a wide range of key services including planning, waste management, street cleansing, parks and open spaces, economic development, environmental health, markets, theatres, leisure centres, licensing, housing advice and more.

Our workforce has around 330 staff members split between our Civic Centre in Poulton, our operations team based largely at the Copse Road depot in Fleetwood and mobile workers across council owned assets.













Political **Profile**

Wyre is divided into 24 wards with a total of 50 councillors. The Conservative Group is the majority group.



The numbers of the political groups are as follows:

- 27 Conservative
- 17 Labour
- 2 Wyre Independent Group
- 2 Reform UK
- 2 Independent (non-aligned)

Leader of the Council and portfolio holders (Cabinet members)

Michael Vincent Leader of the Council

Roger Berry Deputy Leader and Neighbourhood Services and Community Safety Portfolio Holder

Lesley McKay Resources Portfolio Holder

Lynne Bowen Leisure, Health and Community Engagement Portfolio Holder

Simon Bridge Street Scene, Parks and Open Spaces Portfolio Holder

Peter Le Marinel Planning Policy and Economic Development Portfolio Holder

Leader of the Opposition (Labour) Rob Fail

Our vision

Wyre is a place where everyone can prosper. We want everyone in Wyre to have access to jobs and share the benefits of economic growth; live in thriving, safe, more environmentally sustainable and welcoming communities; and be healthier and independent for longer.

Making our vision a reality

Our commitments in four key areas will support our vision. These commitments form our actions and our plans. Over the next four to eight years we will:

People and communities	Growth and prosperity	Place and climate	Innovative and customer focused
Residents live happier, healthier and safer lives	A thriving local economy and town centres	A cleaner, greener and more sustainable place	A well run, forward-thinking council that puts customers first
 Support people to help themselves and live independently in their own homes Provide support to those who need it, including our most vulnerable and financially disadvantaged residents and our ageing population Improve feelings of safety and work with partners to tackle crime and anti-social behaviour Improve our leisure facilities ensuring they meet the needs of our residents and visitors Provide opportunities for people to lead healthy and active lifestyles Improve the quality of life for individuals by tackling loneliness and isolation 	 Develop Wyre's town centres to be thriving and welcoming places to live, work and visit Support and champion Wyre's growing tourism economy by promoting our coast to countryside offer, tourism businesses, attractions and events Grow the local economy through delivering the best support for small businesses and start-ups Encourage local people to develop new skills to access better paid work Secure external funding and investment to make improvements to places across the borough Promote and support low carbon businesses and jobs 	 Build pride in our borough by ensuring our town centres and neighbourhoods are clean, attractive and well looked after Ensure our towns and villages are supported by integrated infrastructure Explore innovative approaches to reduce carbon emissions from council operations and support our communities and businesses to do the same Work with partners to reduce the risk of flooding to homes and businesses across Wyre Provide high quality parks and open spaces for everyone to enjoy 	 Deliver high quality, value for money services that meet the needs of our customers Use technology to improve how we work and the services we provide Use our land and buildings wisely, managing them to appropriate standards, reducing their environmental impact and maximising income to reinvest in improving services Use data, business intelligence and research to inform us in making better evidence-based decisions and improve our services Build trust in the council by engaging with our customers and delivering on our promises



About the **Role**

Post Title:Assistant Director of Finance (Deputy of S.151)Grade:£65,850 including Deputy S.151 allowanceResponsible to:Director of Finance and Governance (S.151 Officer)Location:Civic Centre, Breck Road, Poulton-le-Fylde, FY6 7PU

With responsibility for leading and shaping our Finance team, the successful candidate will also play a key role as part of the wider Senior Leadership Team. The position requires candidates to be able to demonstrate a high degree of financial technical accounting ability, whilst also possessing excellent communication and strong financial management skills.

If you are an experienced senior local government finance professional and hold full CCAB professional membership (preferably CIPFA), with a strong work ethic and an enthusiasm for transformation then we want to hear from you.

Closing Date: Wednesday 12 February 2025











Our Benefits

The council recognises that people are key to achieving our objectives. We have around 330 employees and we know that they are our most important asset; placing great emphasis on recruiting, training and developing our employees. Wyre Council prides itself as a happy place to work encouraging open communication at all levels.







Wyre Council prides itself on being a good employer with a range of benefits and employment terms and conditions to suit you.

Here are just some of the reasons why Wyre is a great place to work:

Salary

This post is graded at local grade with a current salary range of £62,525 plus Deputy S.151 Allowance.

All staff are paid in 12 equal installments on the 15th day of each month by BACS transfer into a nominated bank account.

This salary is linked to the JNC terms and conditions of service for Chief Officers for the purposes of annual pay increases.

Annual leave

Annual holidays, together with the statutory and general national holidays agreed by the council, will be with pay. Your leave entitlement in a full year is 31 working days rising to 36 days after 5 years' continuous service with Wyre Council plus one extra statutory day. The extra statutory day is a fixed day taken at Christmas and will be fixed each year depending on which days of the week Christmas falls.

Hybrid Working

The council operates hybrid working with a view that staff will work in the most effective, efficient place taking into consideration operational and team requirements.

Car parking

The council currently provides free car parking for its staff.

Car mileage allowance

You are required to have a vehicle available for your duties at all times and ensure your vehicle is insured for business purposes. You will receive 52.2p per mile in respect of official business mileage undertaken.

Salary sacrifice schemes

The council takes offers the following salary sacrifice schemes:

- Cycle to Work Scheme
- Home and electronics purchase scheme
- Shared Cost AVCs
- Additional Annual Leave

Work life balance and family friendly policies

The council has a range of policies that assist work life balance and those with families and caring responsibilities.

Health and wellbeing

The council offers the following in support of staff health and wellbeing:

- Employee Support Programme 24 hours a day, seven days a week
- Other Listening/Support services
- Trained Mental Health First Aiders
- Free Eye Tests for VDU users and drivers
- Access to Health Cash Plan Scheme
- Access to Health Promotions
- Discounted gym memberships

Local government pension scheme

The scheme is available to eligible employees of local government and other participating employers who are under 75 years of age.

The benefits of membership are:

- The council tops up your pension something that would be unlikely to happen with a personal pension.
- You get tax relief on all your contributions even on extra payments you make to top up your benefits.
- No hidden fees or charges you simply contribute a percentage of your pay.

- You get a guaranteed package of benefits which are backed by law.
- Protection for your loved ones in the form of pensions for dependents if you die.
- Life cover of three years pay from the second you join.
- No medical required unlike other forms of life insurance, it's open to all.
- All members can take a tax free lump sum as part of their benefits package.
- Protection in case you have to draw your benefits early through ill health.
- Your pension will go up in line with inflation, protecting you from rising prices.

Learning and development

All new employees receive an induction within their service and the council offers individual performance and development appraisals. Servicespecific training is provided appropriate to the needs of the job, and the council also has an extensive array of learning and development opportunities to support your development.

Relocation expenses

Relocation expenses are normally only payable in a case where an officer is moving nearer to his or her normal place of work and such a move is necessary in the interests of the council. Further details are available from Human Resources at human.resources@wyre.gov.uk.

Application Process

Your application form plays an important part of your selection. The completed form is the primary basis we have to consider your initial suitability for the post.

To apply, you will need to complete a short application form in addition to uploading your CV and a Supporting Statement outlining your experience on the key competencies as set out in the Job Description.

For more information, please contact our recruitment partner for this campaign, Brian Gallagher on 07716 098175 or email brian.gallagher@penna.com

Indicative timeline

Please note that these dates are only indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please let us know in advance.

Closing DateWednesday 12 February 2025Interviews will be held w/c 24 February 2025.

Click here to apply online



Arrangements for the assessment centre and interview

The assessment centre and final interviews will be held at Wyre Council Civic Centre, Breck Road, Poulton-le-Fylde, FY6 7PU. You will be advised of the format in advance, including the subject of any presentation that may be required. Reasonable expenses incurred by candidates during the recruitment process will be reimbursed by the council, a claim form will be sent to candidates with their invitation to interview.

