



**Assistant Director of Finance,
Revenues and Benefits
Recruitment Pack**

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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, Revenues and Benefits 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”.

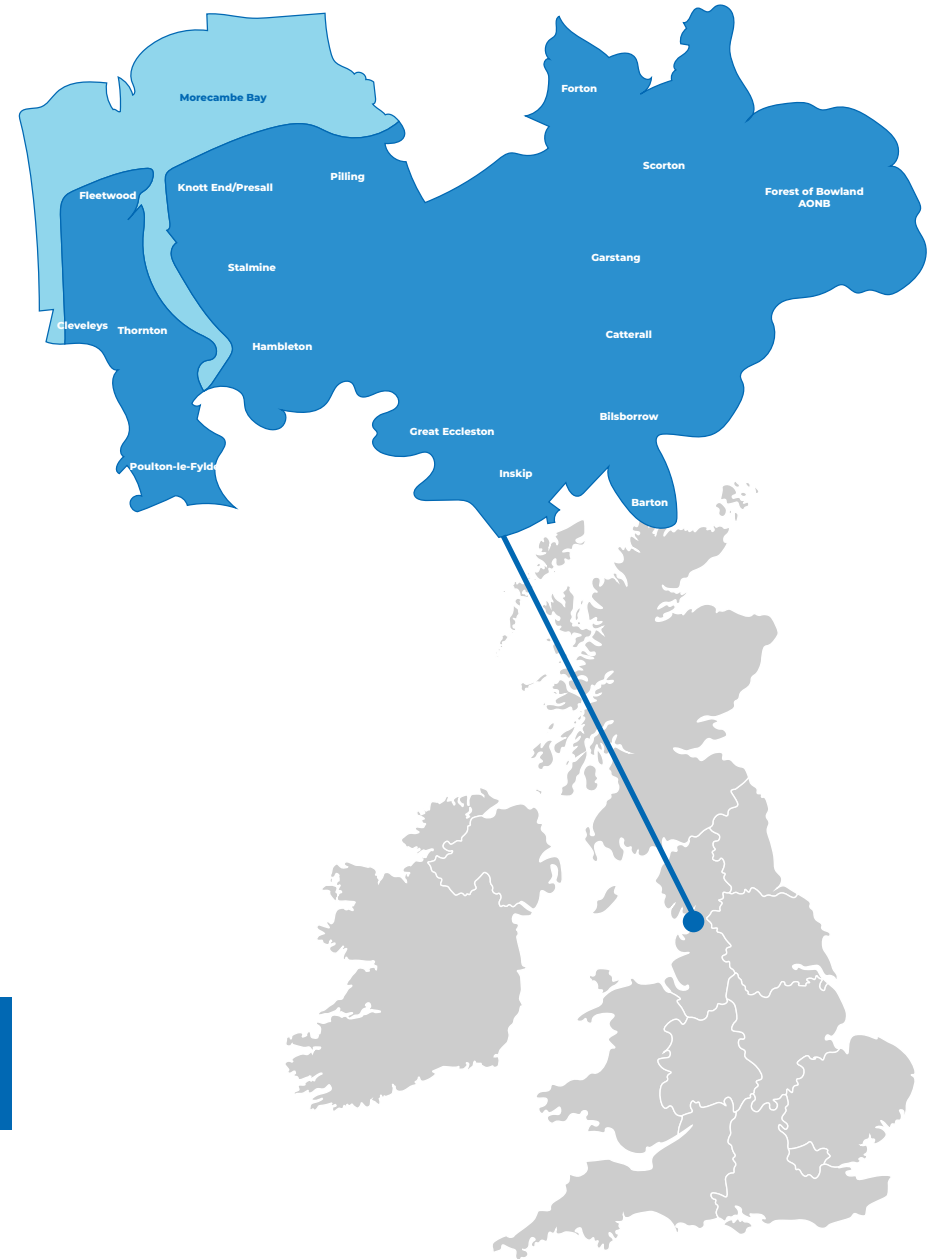
“This is a really exciting opportunity to lead our Finance, Revenues and Benefits teams. You will have the opportunity to work closely with strategic leaders across the council and the Corporate Management Team to drive the service forward and continue successful delivery of major development projects 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.



**Click here to view our
tourism video, We Are Wyre**



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:

- 28 Conservative
- 17 Labour
- 2 Wyre Independent Group
- 2 Reform UK
- 1 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

Residents live happier, healthier and safer lives

- 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

Growth and prosperity

A thriving local economy and town centres

- 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

Place and climate

A cleaner, greener and more sustainable place

- 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

Innovative and customer focused

A well run, forward-thinking council that puts customers first

- 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, Revenues and Benefits
Grade: £65,850 including Deputy S.151 allowance
Responsible to: Director of Finance and Governance (S.151 Officer)
Responsible for: Finance, Revenues and Benefits
Location: Civic Centre, Breck Road, Poulton-le-Fylde, FY6 7PU

With responsibility for leading and shaping our Finance, Revenues and Benefits teams 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: Sunday 12 January 2025

Additional information: The council operates a strict non-smoking policy.



Job Description

- To deputise for the Corporate Director of Finance and Governance (S.151 Officer) as necessary.
- To deputise for the Director of Finance and Governance (S.151 Officer) as necessary.
- To develop and implement the Medium Term Financial Plan and the annual budgeting process, working closely with the Chief Executive and the Director of Finance and Governance (S.151 Officer).
- Overall management of the Benefits assessment, Revenues, NNDR and Corporate Debt Recovery Teams.
- Overall management of an effective payroll service.
- The strategic development of the integrated Finance/Payroll/Revenues/Benefits and Corporate Debt Recovery teams with the aim of improving the service to the customer, maximising effective use of council resources and minimising associated resource costs.
- To assist on the development and regular monitoring of the efficiency programme to underpin sustainable long term financial health.
- Appraising and advising on commercial opportunities and financial targets ensuring compliance with regulatory requirements and procurement best practice.
- To ensure that the Revenues and Benefits services complies with all legislative changes in a timely manner.
- Providing professional advice and

objective financial analysis in relation to affordability and value for money enabling decision makers to take timely and informed business decisions.

- Support the evaluation of capital projects in accordance with the Council's Medium Term Financial Plan.
- Responsible for the preparing and publishing timely management and annual accounts allowing the monitoring and reporting of financial performance to relevant parties.
- Ensuring effective systems of internal control are implemented including Financial Regulations and Financial Procedures Rules and instructions to ensure compliance with codes of practice and secure probity are utilised.
- Promoting arrangements to identify and manage key business risks, including safeguarding assets, risk mitigation and insurance and ensuring measures are implemented to prevent and detect fraud.
- Ensuring arrangements are in place for cash and banking, treasury management, debt and cash flow with appropriate segregation of duties.
- Ensuring arrangements are in place for the correct processing of invoices and payment of creditors centrally with appropriate segregation of duties.
- To oversee the production of the Collection Fund Estimates and Year-End Accounting including the co-ordination of the year-end closedown process and the timely and accurate production of the Statement of Accounts to the prescribed

Key tasks and responsibilities

deadlines.

- To oversee the production of the NNDR1 and NNDR3 returns.
- Ensuring the council's financial software systems including the integrated financial ledger system and cash receipting system are maintained and administrated accurately.
- To liaise with the Council's Internal and External Auditors, contribute to a prompt and effective Estimates and Closure Programme and undertake all duties and responsibilities necessary for the efficient management of the Council's finances.
- To lead the Team in supporting the Council's Management Structure at the highest level in the provision of Estimates and Final Accounts information as well as individually reporting to Directors and their Spending Officers in respect of their specific services.
- Completion of grant claims, financial and statistical returns and other requests for financial information supporting Value for Money reviews or the continued improvement of services.
- To investigate, advise and implement changes in systems, procedures and policies in response to changes in legislation, regulations and recommended good practice, over a wide range of areas not just confined to Financial Services.
- To recommend significant changes to budget provisions, in conjunction with the relevant Assistant Director and Director.

Person Specification

Essential skills, knowledge and abilities

- Extensive knowledge and understanding of local government, its current issues and their implications
- Knowledge and understanding of the relationship between corporate priorities and the delivery of the service
- Knowledge and understanding of the national policy context, strategic challenges and operational complexities of services provided by the section.
- Strong leadership skills with the ability to motivate others through difficult times and periods of significant change.
- Strong communication, negotiation and advocacy skills, both verbal and written
- Ability to work effectively as part of a team to achieve results, building robust relationships both internally and externally
- Ability to coordinate the delivery of services within a performance management framework
- Excellent IT skills
- Able to demonstrate evidence of sound financial management skills
- Strong organisational and political acumen, with the ability to work with elected Members and interest groups to build consensus and shape services
- Ability to develop practical, creative and long-term solutions to service and corporate problems

Essential qualifications

- Degree and/or management qualification (or equivalent through work related experience)
- CIPFA or CCAB Qualified
- Membership of an accountancy body recognised by the International Federation of Accountants, qualified through examination, and subject to oversight by a professional body that upholds professional standards and exercises disciplinary powers
- Evidence of continuous professional development

Essential experience

- Prior experience of financial management in local government at a senior level
- Significant experience of leading relevant teams and functions at a senior management level with demonstrable success at a comparable level of scale and complexity
- Experience of creating long lasting relationships and being able to work across departmental and organisational boundaries to collaborate with and influence key stakeholders
- Experience of advising elected members and/or senior council officers on strategic issues

Additional requirements

- Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues



Terms and Conditions of Employment

During your employment with the council, your terms and conditions of employment will be in accordance with collective agreements negotiated from time to time by the National Joint Council for Chief Executives for Local Government Services as adopted or amended by Wyre Council and as supplemented and amended by regional and/or by local collective agreements or conditions of service.

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.

Working week

Standard office hours are 8:30am to 5pm Monday to Friday each week. Your basic working week is one of 37 hours, but out of necessity, some additional hours and some element of unsociable hours will be required to fulfill the duties of the post. In this respect, the salary is deemed to be inclusive of all hours worked, regardless of the circumstances, and

includes attendance at evening meetings of the council, committees or sub-committees.

Conflicts of interest

You are required to devote your whole-time service to the work of the council and shall not engage in any other business or take up any additional duties without the express consent of the council.

Political restrictions

Under the Local Government and Housing Act 1989, this is a politically restricted post.

Rehabilitation of offenders

The Rehabilitation of Offenders Act 1974 ("1974 Act") primarily exists to support the rehabilitation into employment of reformed offenders who have stayed on the right side of the law. Under the 1974





Act, following a specified period of time which varies according to the disposal administered or sentence passed, cautions and convictions (except those resulting in prison sentences of over four years and all public protection sentences*) may become spent. As a result the offender is regarded as rehabilitated.

For most purposes the 1974 Act treats a rehabilitated person as if he or she had never committed, or been charged with charged or prosecuted for or convicted of or sentenced for the offence and, as such, they are not required to declare their spent caution(s) or conviction(s), for example, when applying for most jobs or insurance, some educational courses and housing applications.

Equality and diversity

We recognise that people who provide and use our services come from diverse backgrounds and have different experiences and needs. We value this diversity and the ways in which it contributes to the

richness of life and character of our community.

We will develop, commission and deliver services that will help to overcome discrimination and disadvantage. We want every resident and visitor to Wyre to be treated fairly and with dignity regardless of age, gender, disability, race, belief and sexual orientation and with respect to their marriage and civil partnership, pregnancy and maternity or gender reassignment status - the protected characteristics under the Equality Act 2010. We will use our position and influence to promote equality in all aspects of community life.

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

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 Executives 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 52p 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. Service-specific 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.

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, Andrew Barton, Head of Delivery at Penna on 07922 386 432 or andrew.barton@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 Date Sunday 12 January 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.



