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**Great Aycliffe  
Town Council**

*Big enough to matter small enough to care*

# **CORPORATE MANAGEMENT TEAM FINANCE MANAGER**



## **Candidate Information Pack**



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# The Finance Manager Vacancy

As Finance Manager, you will be a dynamic, qualified and experienced individual to join our Corporate 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 at [www.great-aycliffe.gov.uk/jobs](http://www.great-aycliffe.gov.uk/jobs) or upon request from the Council Offices, telephone 01325 300700.

The post is full time working 37 hours per week and is paid at Salary Band 5(i) covering Salary Scale Points 33 to 36 (£44,075 – £47,181 per annum).

The job brings with it benefits including 23 days annual leave plus bank holidays, rising to 28 days after five years' continuous service; access to the Local Government Pension Scheme; flexible and home working arrangements, and discounted memberships at the Oak Leaf Sports and Golf Complex.

Please contact the Town Clerk on 01325 300700 or [daniel.austin@great-aycliffe.gov.uk](mailto:daniel.austin@great-aycliffe.gov.uk) if you wish to have an informal discussion about the job.

**The closing date for applications is 12 noon on Friday 12<sup>th</sup> June 2026.**

**Interviews are scheduled to take place on Monday 22<sup>nd</sup> June 2026.**





# Job Description and Person Specification

## Job Description: Finance Manager

**Responsible to:** Town Clerk

**Salary:** Salary Band 5(i) – Scale Points 33 to 36 (£44,075 – £47,181 per annum)

### **Job Purpose**

Act as the statutory Responsible Financial Officer (RFO) 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 strategic 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 and town and parish council accounting, audit and governance arrangements.
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 corporate 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 strategic 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 Smaller Authorities Proper Practices Panel Practitioners' Guide to Governance and Accountability for smaller authorities in England.

### **Risk Management and Insurance**

17. To support the Corporate and Policy Officer in developing and maintaining effective financial risk management arrangements, and to 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. Ensure that the Council has in place an effective system of internal audit.
20. In conjunction with the Internal Auditor, continue to develop the Council's Internal Audit Code of Practice in accordance with Public Sector Audit Standards.
21. Liaise with external auditors in relation to the audit of the Annual Governance and Accountability Return.



### **Treasury Management**

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

### **Accounts Payable and Receivable**

25. Manage an effective accounts payable function and ensure that all payments due to be made by the Council are made accurately and promptly.
26. 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 Support**

27. Manage an efficient and effective payroll and assist the Corporate and Policy Officer and Corporate Assistant in maintaining an effective personnel support service.

### **Information Technology**

28. Support the Corporate and Policy Officer in the development and maintenance of the Council's Information Technology Strategy.

### **General**

29. Support the development and management of human resources strategies and policies to ensure best practice.
30. Attend meetings of the Council, its committees and sub-committees as required.
31. 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.
32. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
33. Undertake such other duties and responsibilities as directed by the Town Clerk in line with the nature and grade of the post.



**Person Specification: Finance Manager**

	<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>Minimum of five year’s broad-based 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>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>Experience of personnel and payroll policies and managing 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>Experience of preparing a Medium-Term Financial Plan.</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 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 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 internal and external audit processes.</p> <p>Good standard of numeracy and literacy.</p> <p>Understanding of the General Data Protection Regulation and the ability to respect confidentiality.</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>Knowledge of VAT.</p>	<p>Application Form</p> <p>Interview</p>



	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
<b>Knowledge and Skills (continued)</b>	<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 procurement legislation.</p> <p>Knowledge of asset management.</p> <p>Knowledge of the proper practices relating to town and parish council accounting and governance.</p>	
<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 focused</p>		<p>Application Form</p> <p>Interview</p>

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	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
<b>Other Relevant Requirements</b>	<p>Full driving licence.</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>



# Council Mission Statement

All of the elements of the Constitution aim to assist the Town Council in achieving its mission to be:

*“A proactive and responsive Council, working in partnership, listening to and speaking up for the community, contributing towards making Great Aycliffe an excellent place in which to live for all its residents”.*

# Council Strategic Aims

The Council has agreed eight strategic aims in support of its mission statement. These are:

1. To provide good quality governance and management of the Council.
2. To manage the council’s finances and assets in a responsible manner.
3. To provide accessible, affordable leisure facilities and opportunities.
4. To provide pre-school education as appropriate in Great Aycliffe.
5. To contribute to the environmental improvement of Aycliffe by managing and developing parks, play areas and green spaces.
6. To help and encourage partnership working to improve the services and facilities for the residents of Great Aycliffe.
7. To encourage the residents of Great Aycliffe to become involved in local democracy.
8. To research information and make the case for Great Aycliffe.



# Council Services, Facilities, Initiatives and Events

Great Aycliffe Town Council provides a wide variety of services to the local community, set out below:

- Oakleaf Sports Complex which provides an indoor bowls green, a multi-use sports hall, four squash courts, a function room, bar and catering facilities and a programme of community events and activities for children.
- Oakleaf Golf Complex comprising an eighteen-hole golf course, eighteen-bay floodlit driving range, golf shop and changing rooms.
- Provide, maintain and undertake burial services at two cemeteries at West Cemetery and Stephenson Way. Also provide grounds maintenance and burial services at St Andrew’s Churchyard in Aycliffe Village.
- Manage the following ten parks, all with play equipment:
 

Town Park	West Park
Moore Lane Park	Aycliffe Village Park
Simpasture Park	Byerley Park
St Oswald’s Park	Woodham Park
Cobblers Hall Park	Horndale Park
- Provide additional play areas at Scott Place, School Aycliffe and Oak Leaf Sports Complex, plus five Multi-Use Games Areas, a BMX Track, Scoot Track, and Skate Park.
- Provide eight football pitches, including junior football and six a side pitches at three sites at the Oak Leaf Sports Complex, Simpasture Park and Moore Lane Park.
- Provide a Pre-School Learning Centre located in St. Oswald’s Park which is currently registered for 40 places for 3 and 4-year-old children as well as a setting for two-year olds called ‘Tots in the Park’, offering 12 places, morning and afternoon, 5 days per week. Both pre-schools are rated as ‘Outstanding’ by Ofsted.
- Run a programme of community events including Fun-in-the-Parks, Santa Tours, Firework Display, Senior Citizen Trips, and Christmas Lights.



- Provide funding and assist and support other event organisers in running events such as the Big Brass Bash, Aycliffe Music Festival, Remembrance Day Parade, Tri-Golf Schools Event, Girls Can Football, Aycliffe Bus Preservation Society Vintage Bus Event, Annual Indoor Bowls Competition and Community Enhancement Awards (floral displays and festive lights).
- A range of civic events including the civic ball and mayor at home.
- Provision and maintenance of Aycliffe Angels Memorial Garden.
- Ownership and maintenance of the war memorial and flagpole.
- Provide over 220 allotment sites located at:
  - Clarence Chare
  - Finchale Road
  - St. Oswald's
  - Aycliffe Village and
  - Byerley Park
- Also offer facilities for keeping pigeons and poultry, as well as beekeeping plots at specific allotments sites.
- The Council also provides a home at Clarence Chare Allotments for the Great Aycliffe Garden Guild, who run a not-for-profit allotments shop and community room on site.
- Run an Eco Centre at Moore Lane Park which is currently occupied by Green Arts who run arts programmes, activities and events from the building.
- Encourages interest in the environment of Great Aycliffe through the Works and Environment Manager and his team who work to deliver a comprehensive programme of environmental activities and events for schools, community groups, and deliver an Environment Week, which involves visiting the primary schools in the town to give an interactive presentation on litter and then offering the opportunity for the children to take part in a litter pick in their local community.
- Assists a number of community groups such as Great Aycliffe Tidy Team, local scouts and guides groups.
- Declaration of a Climate Emergency and working towards reducing the Council's carbon footprint and becoming carbon zero by 2050.
- Provide public seats and litter and dog bins on town council land.



- Provide over 50 bus shelters (not those with adverts).
- Undertake grounds maintenance e.g. the provision of flower beds, grass cutting and tree planting and maintenance, on all Council owned land and facilities.
- Carry out environmental management of several nature and conservation areas including:
  - Great Aycliffe Way
  - Woodham Burn
  - South Agnew Plantation
  - Cobbler's Hall Plantation
  - Simpasture Railway Walk
  - Aycliffe Nature Park
  - School Aycliffe Wetlands
  - Byerley Park Nature Area
  - Seven Hills
  - Butterfly Meadow at Rail Halt
  - Two nature areas on Aycliffe Business Park
- The Town Council is also the custodian of Aycliffe Village Greens and maintains land at Millfields and Bickford Terrace.
- Employs a team of Park Patrol Operatives to assist with crime prevention and provide an out of hours service to monitor and safeguard the Council's parks, other facilities and their users.
- Provides a range of civic events including Mayor at Home and the Annual Charity Civic Dinner.
- Community engagement via community consultation surveys, events and open days.
- Operates a grants and donations fund offering financial support to community and voluntary organisations and local charities.
- Operates a Community Recognition Award Scheme to provide a means of recognising and acknowledging the dedication, commitment and outstanding contribution that nominated individuals make to improve and promote the Parish of Great Aycliffe.
- Maintains the Great Aycliffe Neighbourhood Plan.
- Comments on planning applications.



## How the Council Operates

All Councillors meet together as ‘the Council’.

The Council retains certain powers and duties to itself, and delegates decision making to committees, sub-committees and, on occasion, to officers.

The Council conducts most of its business through committees. The responsibilities of each committee are set out in this Constitution and are reviewed annually.

The three main committees, Environment, Recreation and Policy and Resources, are appointed at the Council’s Annual General Meeting in May each year and a list of the dates for the committee meetings for the forthcoming year is set here.

Membership for the various sub-committees, working groups and representatives to outside bodies are also appointed at the Council’s Annual General Meeting.

The Council has a membership of 30, which is currently made up of Labour, Independent and Liberal Democrat Councillors. Councillors are usually elected every four years and are therefore democratically accountable to the residents of their ward although they have an overriding duty to the whole community.

The area represented by the Town Council is divided into eight wards:

- |  |           |
|--|-----------|
| • Byerley Park, Horndale and Cobblers Hall | 6 members |
| • Shafto and St Mary’s                     | 4 members |
| • Aycliffe Central                         | 3 members |
| • Woodham                                  | 6 members |
| • Simpasture                               | 2 members |
| • Neville                                  | 2 members |
| • West                                     | 6 members |
| • Aycliffe Village                         | 1 member  |



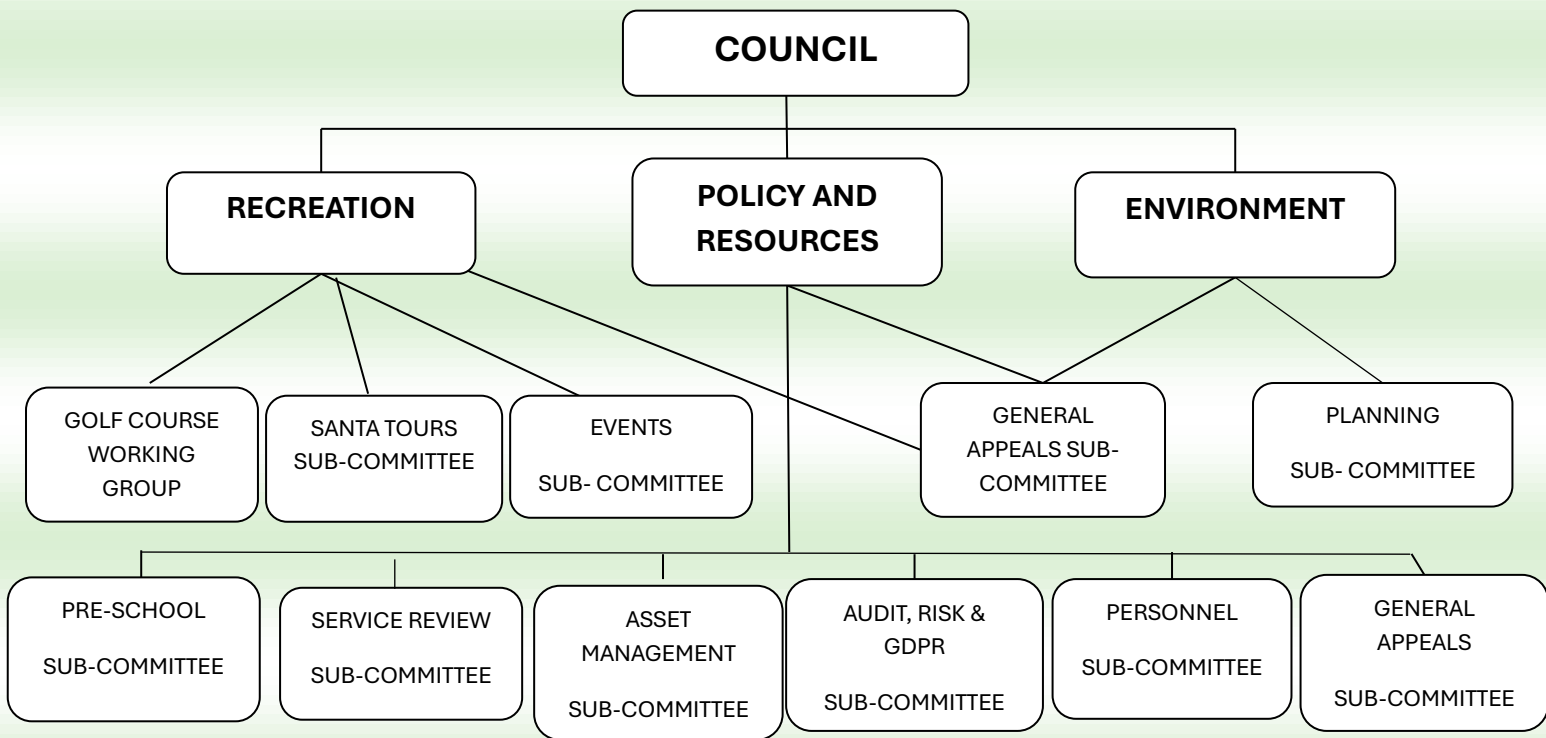
# Committee Structure

The three main Committees; Recreation, Environment and Policy and Resources are appointed at the Council’s Annual General Meeting in May each year.

There are several sub-committees and one working group appointed under each of these main three committees.

Membership for the various sub-committees, working group and outside body representatives are appointed at the Council’s Annual General Meeting.

The current Committee, Sub Committee and Working Group structure of the Council is set out below:



Meetings are held on a six-weekly cycle, with special meetings called when necessary.

Sub-committees and working group meetings are held on an as and when basis.

Meetings are agreed at the Annual General Meeting held in May each year.



## 2026/27 Meetings and Committees

27 May 2026	Recreation	7pm	25 Nov 2026	Recreation	7pm
27 May 2026	Environment	*7pm	25 Nov 2026	Environment	*7pm
03 Jun 2026	Policy and Resources	7pm	02 Dec 2026	Policy and Resources	7pm
10 Jun 2026	Full Council	7pm	09 Dec 2026	Full Council	7pm
08 Jul 2026	Recreation	7pm	13 Jan 2027	Recreation	7pm
08 Jul 2026	Environment	*7pm	13 Jan 2027	Environment	*7pm
15 Jul 2026	Policy and Resources	7pm	20 Jan 2027	Policy and Resources	7pm
22 Jul 2026	Full Council	7pm	27 Jan 2027	Full Council	7pm
02 Sep 2026	Recreation	7pm	24 Feb 2027	Recreation	7pm
02 Sep 2026	Environment	*7pm	24 Feb 2027	Environment	*7pm
09 Sep 2026	Policy and Resources	7pm	03 Mar 2027	Policy and Resources	7pm
16 Sep 2026	Full Council	7pm	10 Mar 2027	Full Council	7pm
14 Oct 2026	Recreation	7pm	07 Apr 2027	Recreation	7pm
14 Oct 2026	Environment	*7pm	07 Apr 2027	Environment	*7pm
21 Oct 2026	Policy and Resources	7pm	14 Apr 2027	Policy and Resources	7pm
28 Oct 2026	Full Council	7pm	21 Apr 2027	Full Council	7pm

\* The Environment Committee will commence immediately after the Recreation Committee Meeting.

**WEDNESDAY, 12<sup>th</sup> MAY 2027 - COUNCIL ANNUAL MEETING – 7.00pm.**

**WEDNESDAY, 19<sup>th</sup> MAY 2027 - PARISH MEETING – 7.00pm. (\*\*\*)**

(\*\*\*) (N.B. – this is not a meeting of the Town Council but a meeting of local government electors in the Council's area. Any queries about the Parish Meeting can be made to the Town Clerk on 01325 300700).



## Council Sub-Committees

The following Sub-Committee will meet on a quarterly basis (dates as appropriate):

***Audit, Risk and GDPR Sub-Committee***

The following Sub-Committees will meet as and when required:

***Personnel Appeals Sub-Committee***

***Events Sub-Committee***

***General Appeals Sub-Committee***

***Personnel Sub-Committee***

***Pre-School Learning Centre Sub-Committee***

***Planning Sub-Committee***

***Asset Management Sub-Committee***

***Service Review Sub-Committee***

***Santa Tours Sub-Committee***

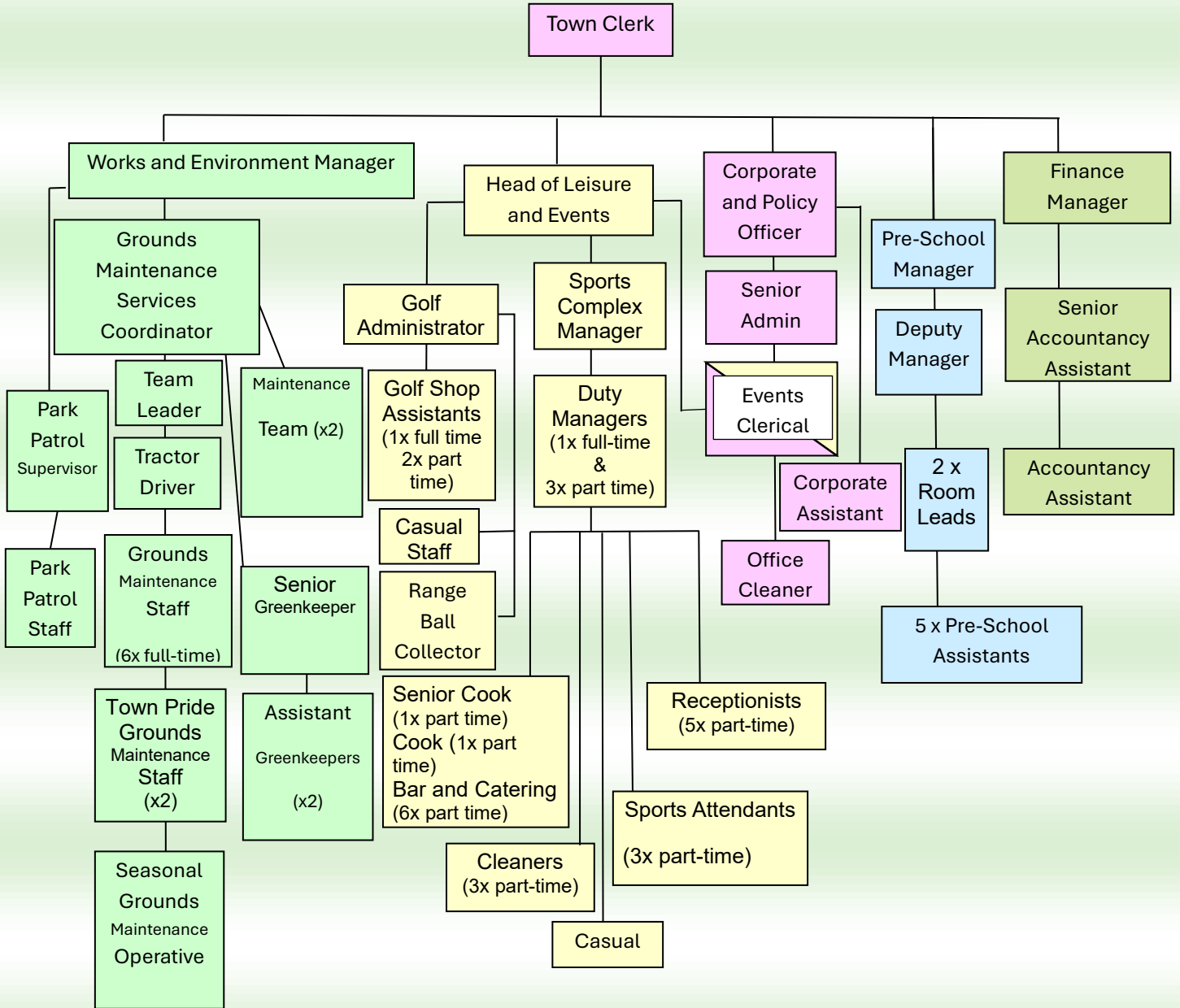
## Council Working Group

The following Working Group will meet as and when required:

***Golf Working Group***



# Organisation Structure



**Professional Advice:**

- Human Resources
- Health and Safety
- Solicitors
- Procurement
- ICT
- Occupational Health Services
- Planning



# 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 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;
- Managing an effective internal audit service; and
- Providing financial advice and training.



# The Recruitment Process

## 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 email.

## Recruitment Timetable

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

Advert Published: 27<sup>th</sup> May 2026

Deadline for Applications: 12noon on 12<sup>th</sup> June 2026

Shortlisting: Week commencing 15<sup>th</sup> June 2026

Interviews: Monday 22<sup>nd</sup> June 2026

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