

## **POST OF DIRECTOR OF FINANCE**

### **SUMMARY OF TERMS & CONDITIONS OF EMPLOYMENT**

The Director of Finance's conditions of service generally will be those determined by the Council from time to time or as recommended by the Joint Negotiating Committee for Chief Officers of Local Authorities. The following specific conditions will apply:-

#### **Advice on Political Groups**

The Director of Finance shall not be required to advise on any political group or the Council as to the work of that political group, nor attend any meeting of political groups.

In the interests of the smooth running of the Council the Director of Finance will be required to advise any Councillor or group of Councillors in relation to the work of the Council and its procedures, if requested by the Council or a Member of Council.

#### **Canvassing**

Canvassing of Officers and/or Elected Members of the Council, directly or indirectly, shall disqualify the applicant for such appointment under Douglas Borough Council's Standing Order 128. This does not prevent an applicant from seeking further information on the post from Officers or Members, for reference purposes, other than those serving on the Committee or the Department involved.

#### **Conduct of Negotiations**

No significant negotiations relating to the functions or duties of the Council shall be commenced or carried on by any other Officer of the Council except with the knowledge and approval of the Chief Executive.

#### **Criminal Convictions**

The successful applicant must disclose any criminal convictions made against them after employment commences.

#### **Disclosure**

Applicants shall disclose in writing whether or not to the best of their knowledge they are related to any Elected Member of Douglas Borough Council or any employee of the Council.

#### **Holiday Entitlement**

Annual leave is 30 working days, in addition to statutory and other public holidays. The leave year commences on 1<sup>st</sup> April and leave entitlement is proportionate to the completed months of service during the year of entry.

#### **Hours of Work**

The normal working week is 37 hours, Monday to Friday, but the post holder may be required as and when necessary to work in excess of the normal hours in performance of

the duties and responsibilities of the post. The remuneration for the post reflects this aspect of the role.

### **Prior to taking up appointment**

Before taking up the duties of the post, the person appointed will

- Satisfactorily pass a medical examination to be carried out by the Council's nominated medical referee
- Produce original evidence of qualifications
- Enter into a formal agreement setting out the terms of appointment

In addition employment is subject to the provisions of the Local Government Acts 1916 to 2006, as amended from time to time, and any other relevant local government legislation.

### **Retirement**

Douglas Borough Council has a normal retirement age of 65.

### **Salary**

The remuneration for this post is paid within the salary bands fixed by the Joint Negotiating Committee for Chief Executives of Local Authorities as varied by a Local Agreement.

Increments on the salary scale are awarded on 1<sup>st</sup> April each year.

The approved salary scale will be deemed to be an inclusive salary scale and all fees and other emoluments received by virtue of office except those for which other provision is made by or as a result of these conditions shall be paid by the Chief Executive into the Council's General Account.

Remuneration will be paid on the 15<sup>th</sup> of each month directly into the post-holders bank/building society account, via the Bank Automated Clearing System (BACS).

### **Sickness Payments**

Entitlement to sick pay will be in accordance with the conditions included in the Scheme adopted by the Joint Negotiating Committee for Local Government Services.

### **Smoking Policy**

Douglas Borough Council operates a 'Smoke-free Workplace' policy in all Council premises and vehicles.

### **Superannuation**

Employees have the option of joining the Isle of Man Local Government Superannuation Scheme with contributions of 7.2% being deducted from gross pay from each month's salary. The Employer will pay a percentage as determined by the Actuary. The ranges will be increased on an annual basis by the inflation as applied by the scheme regulations

The Isle of Man Local Government Superannuation Scheme is currently defined by analogy to (based upon, but **separate** from) the UK Local Government Superannuation Scheme. CAPITA administers the Isle of Man Local Government Scheme on behalf of the Borough of Douglas. Arrangements exist for the transfer of most pension rights.

**BEFORE** making a decision on transfer of pension rights you are advised to check with CAPITA on the terms of the transfer as pensions schemes are complex.

**Pension Scheme: all enquiries to:**

Employee Benefits  
CAPITA, PO Box 319  
Mowden Hall, Staindrop Road  
**DARLINGTON** DL98 1AJ

or emailed to [IoMeng@capita.co.uk](mailto:IoMeng@capita.co.uk) or alternatively you can telephone 01624 672730. Tele: 01325 746006.

**You may also wish to seek the advice of a qualified Independent Financial Adviser before taking any decision.**

**Termination of Employment**

The period of notice on either side will normally be four calendar months' written notice of termination of employment, such notice to commence on the first day of any month.

**Travel and Subsistence Allowances**

The postholder will be entitled to payment of travel and subsistence allowances and other necessary out-of-pocket expenses in accordance with approved scales.

**Whole Time Service**

The postholder shall devote their whole time service to the work of Douglas Borough Council and shall not engage in any other business or take up any other additional appointment without the express consent of the Council.

The postholder will not subordinate their duty as Director of Finance to their private interests or put themselves in a position where their duty and private interests conflict.

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Further details and documents relating to the Terms and Conditions of the Joint Negotiating Committee for Chief Officers of Local Authorities, Constitution, Conditions of Service and Salaries (as amended from time to time by the Council) and the Douglas Borough Council Staff Handbook are available for inspection at the Town Hall.

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