

## **POST OF DIRECTOR OF FINANCE SHORTLISTING CRITERIA**

In order to establish the shortlist, applicants will be assessed under the following five headings:

1. Qualification
2. Duration and Level of Experience
3. Scope of Experience
4. Evidence of Achievements
5. Written Communication

The onus will be on applicants to show on their application form how they meet the criteria.

### **1. Qualifications**

Applicants will be required to demonstrate that they are qualified as per the list of qualifications contained in the application pack.

### **2. Duration and Level of Experience**

Applicants will be required to prove that they have a substantial track record of working and managing at a senior level, which includes experience of strategy development and implementation and management of budgets, resourcing, motivating and managing teams and performance improvement with the ability to lead, influence and implement strategic policies and decisions:

- i) Council employee  
A serving Director / Assistant or Chief Officer or three years in a senior management level post (interpreted as having a salary at maximum Spinal Column Point 49 or above)
- ii) Employees of large public sector organisations  
A serving Director / Assistant or Chief Officer or equivalent or three years as Head of a Department
- iii) Employees of small public sector or voluntary sector organisations  
Three years as Director or equivalent
- iv) Employees of Government Departments  
Three years in a senior management post in functions associated with the provision of local services

- v) Applications from large private sector organisations  
A current Director actively engaged in day to day business or three years as Head of Department
- vi) Applications from small private sector organisations  
Three years as Director actively engaged in the day to day business

### **3. Range of Experience**

Applicants will be required to demonstrate senior management experience in the following areas:

- i. A range of activities including:
  - People Management
  - Financial Performance Management
  - Financial Skills
- ii. Extensive knowledge of Superannuation Scheme, Administration and Investment preferably in the public sector
- iii. Working with key decision makers in the public, private and/or voluntary sectors

### **4. Evidence of Achievements**

Applicants will be expected to explain or describe how their achievements have contributed significantly to the effectiveness of their organisation.

### **5. Written Communication**

Applicants will be expected to demonstrate appropriate competence in written communication.

***Note:*** the shortlisting of candidates will be based on how well applicants show or prove clearly and convincingly on their application form that they satisfy the above criteria.