SOUTH DERBYSHIRE DISTRICT COUNCIL

POST TITLE: **FINANCE BUSINESS PARTNER (1 Year Fixed Term)**
DIRECTORATE: **RESOURCES & TRANSFORMATION**
SERVICE: **FINANCE SERVICES**

PRINCIPAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Salary for this post will be up to a maximum of £38,510. The minimum salary is £32,578 per annum. In all other respects, the conditions of service laid down by the National Joint Council for Local Authorities Services Employees as supplemented or amended by the Council will apply.

2. The appointment requires 1 months' notice of termination by the employee.

3. The hours of work are 37 per week, Monday to Friday. However, a flexible working policy is available.

4. Annual holiday entitlement is 25 to 30 days per year rising to 30 to 33 days after 5 years depending on salary grade and local government service (this includes 4 former discretionary days once taken after Public/Bank Holidays) plus 8 statutory and 1 day which is taken at the discretion of the Authority. Two days of annual leave are fixed to enable employees to take a week's leave between Christmas Day and New Year's Day.

5. The Local Government Superannuation Scheme is available. All employees aged under 75 contracted for a period in excess of three months are eligible to join the Local Government Pension Scheme (LGPS). **Please note that provided you meet these criteria you will automatically be put into the Pension Scheme unless you opt not to join.** Should you wish to opt out of the scheme you can do so on your first day of employment

6. The Council's scheme of re-location expenses will apply subject to qualifying conditions.

7. The post will be subject to a three-month probationary period.

8. The appointment will be subject to satisfactory medical clearance.

9. The appointment will be subject to the receipt of satisfactory references.