

**To review the recruitment timeline for the position of a Finance Officer and consider any actions and associated expenditure**

<b>Advertise the position</b> Monday 30 <sup>th</sup> January 2023
<b>Closing date – option 1</b> Friday 10 <sup>th</sup> February 2023 at 5pm (Recruitment Policy - minimum of 2 weeks)
<b>Closing date – option 2</b> Friday 17 <sup>th</sup> February 2023 at 5pm (3 weeks)
<b>Closing date – option 3</b> Friday 24 <sup>th</sup> February 2023 at 5pm (4 weeks)
<b>Shortlisting – option 1</b> Tuesday 14 <sup>th</sup> February 2023
<b>Shortlisting – option 2</b> Wednesday 22 <sup>nd</sup> February 2023
<b>Shortlisting – option 3</b> Wednesday 1 <sup>st</sup> March 2023
<b>Interviews</b> W/C 6 <sup>th</sup> March 2023
<b>Commencement Date</b> W/C 3 <sup>rd</sup> April 2023

Members to consider outsourcing the recruitment of a Finance Officer to Human Resources Support Consultancy up to interview stage at a maximum cost of £750 + VAT.

Please refer to the attached report to consider platforms to advertise the position on sites relevant to the role at an additional cost.

Budget availability

6701 – EMF Staff Recruitment – Available budget £2,575.