



APPROVAL FOR NEW HIRE FORM – BEFORE POSITION FILLED

(Required before a role can be advertised – form cannot be processed unless all boxes are complete)

Location:	Guernsey	
Department:	Finance	
Job Title:	Financial Accountant	
Job Specification up to date?:	Yes	
New Position/Replacing Leaver: (including internal transfers)	Please provide details: New Position as agreed in Business Case.	
Advertise position internally first only	No –however we may have a referral so would like to be able to see that person before opening up to wider audience	
Where is Role to be advertised if going external and internal? <i>Note – if you are in contact with external off island agencies, please advise HR of who these are. T&Cs of agencies should be obtained in advance of sharing roles.</i> Note – If no internal responses after 10 days, then indicate which methods you wish HR to advertise via.	<ul style="list-style-type: none"> • Internally • Referrals • Gov.gg (Job centre) • Facebook • LinkedIn • Guernsey Press (cost to be approved) • Local Agencies • Off-island Industry specific Agencies • GET (Guernsey Employment Trust) 	<ul style="list-style-type: none"> Yes Yes Yes Yes Yes No Yes No No
Proposed Start Date:	Immediate	
Proposed Base Salary:	£52-65k depending on experience	
Total Potential Salary: (including any additional pay)	£62k plus pension and social security but no other costs	
Is Salary within pay bands:	Yes	
Is this within budget? If no, please provide further details for new hire	Yes, approved in business case 02/12/24	
Justification for new position:	This is as a response to increasing business requirements as explained in the business case	
Overtime Payable: (please confirm rate of pay)	No	
Other Pay variable items: Shift allowance; accommodation; other bills etc	No	
Type of Employment: Permanent/Full Time/Part Time/FTC etc (please provide hours if not full time)	Full Time Permanent - would like to change to 37.5hrs	
Entitled to Relocation Policy:	No	
Employment Permit to be considered:	May be for right candidate	
Signed by Line manager		Date: 02/07/25
Signed by Head of Department		Date: 07/02/2025
Signed by Head of HR		Date: 07/07/2025
Signed by CEO	See CEO Caveat Maxine O.B of Nico	Date: 29/7/25

- No further resources to be required for any revenue accounting functions
- No further resources to be required for enhanced Engineering MIS/Management Accounting