



**Waverley Borough Council**

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**Kelvin Mills**

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Calls may be recorded for training or monitoring

Dear Applicant,

Thank you for your interest in the role of Accountancy Tutor for Waverley Training Services, at Waverley Borough Council. Waverley Training Services is one of the Councils most celebrated services its uniqueness within Surrey is something that is source of pride for both officers and councillors.

Waverley is a great place to work and a great place to further build your career. This role provides the opportunity to make a real difference to people's lives every day. You will be joining a Council with a positive and supportive culture and a strong commitment to supporting your on-going development.

**The role**

This role provides a really exciting opportunity for an experienced, positive and enthusiastic tutor. The role forms an integral part of the Communities Team of Waverley Borough Council the whole service, and specifically Waverley Training Services, is one of the Council's key areas of front line service delivery. The successful candidate will be responsible for helping learners to achieve their Apprenticeship qualifications.

Your key skills will include tutoring/assessing Accountancy, Financial Services, Business Administration and Management Apprenticeships which include Maths and English. You will need to be able to work well in a busy environment and working on your own initiative is imperative. You will have strong communication skills with a positive can do attitude.

**The Council**

Waverley Borough Council is the largest of eleven local authorities in the county of Surrey. The Council has an annual turnover of £60 million, employs over 470 staff and provides more than 120 services to a population of 130,000. These include Services such as housing, planning, leisure, green spaces, benefits and council tax, as well as services that come under this post. Our services are delivered either

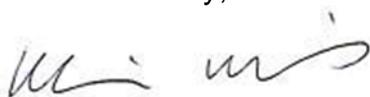
directly by the Council or in partnership with a range of organisations including the private sector, other public sector partners, charities and local and community groups. We achieve excellent performance by working with the organisations best able to help us deliver the highest quality services to our customers. Despite the pressure on spending across the public sector nationally, Waverley's robust financial platform is enabling us to continue to invest in the future – improving services and growing our skills base.

Waverley has made major strides in developing a culture based on inclusion and communication with both staff and elected members to ensure that there is a strong focus on objectives, performance and outcomes. Customer service and communication are at the forefront of our approach to keeping both customers and staff informed about our priorities and the services we deliver. We employ talented and committed people across a range of disciplines, from strategic thinkers whose role is to plan and map out the future direction for the borough to our people on the front line providing those vital services to our residents. Everyone at Waverley Borough Council is part of an organisation all working towards one ambition, to deliver excellent quality services to our residents.

We know that to keep people we have to invest in them, and so we are delighted to have retained our Investors in People accreditation, a national standard that recognises excellence in how we engage and support our staff. To support staff with improving service delivery we have invested in the latest technology and equipment which provide opportunities to work in a flexible and streamlined way. Waverley is continually ranked as one of the best places to live and work in the country.

I hope that the opportunity of joining Waverley in this exciting tutor's role appeals to you. If you feel have what it takes to join and play a role in a high-performing team, we would love to hear from you.

Yours sincerely,



**Kelvin Mills**  
**Head of Communities and Major Projects**

