

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## APPLICANT PACK

### Finance Manager x 2

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

#### Job Description

Job Purpose	
You will provide financial and budget assurance to HQ Directorate Senior Management teams.	
You will provide a robust financial reporting structure, to ensure the effective monitoring and control of budgets and expenditure. You will ensure that efficient processing of financial transactions positively supports effective delivery of Directorate aims and objectives and that all processes, systems and procedures are robust, controlled and will withstand audit scrutiny.	
You will provide a flexible and proactive Finance service, commensurate with the needs of the Directorate and the wider SPS.	
You will be responsible for the integrity of all data processed through the systems within your remit, ensuring compliance with SPS policies and guidance.	
You will provide guidance and support to all Directorate staff in respect of Finance and Procurement policies and procedure and other relevant SPS policies.	
Key Responsibilities	
1	To provide appropriate support, coaching and training to Directorate staff. This may also include line management duties.
2	To be responsible for all financial systems and processes carried out by the Directorate teams, ensuring that they comply with the SPS Financial Policy and Guidance Manual and other directives, including completing mandatory controls such as month and year end reconciliations and reports.
3	To monitor and control the budget and expenditure for the Directorate including providing advice, assistance and input into the annual budget planning cycle. Prepare regular expenditure projections that provide an accurate statement of the Directorate's financial position. Tasks include, but are not limited to; monthly variance reporting, accruals and prepayments and completion of the year end pack.

4	Attend regular meetings with budget holders to discuss the financial position (including workforce planning) making budget forecast recommendations that support Directorate aims and objectives, which are in accordance with the SPS Financial Policy & Guidance Manual.
5	To provide advice and guidance to staff with the Directorate; management of the scheduled of financial and procurement delegate authorities; maintain up-to-date registers as required by SPS Financial and Procurement Policies and Procedures; confirm that financial and procurement authority limits are appropriately observed and provide statements of assurance confirming that key internal controls are in place and are operating effectively.

## Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential/Desirable?	When assessed?
<b>Qualifications</b>		
Hold or be working towards an HNC accountancy qualification or equivalents level AAT qualification (or similar).	<b>ESSENTIAL</b>	CV Application
<b>Experience</b>		
Experience of management reporting including monitoring, reporting and controlling budgets.	<b>ESSENTIAL</b>	CV Application Interview Practical Test
Experience of using Windows based financial systems including processing transactions, interrogating, reconciling and reporting on accounts and ensuring that controls are operating effectively.	<b>ESSENTIAL</b>	CV Application Interview
Experience of leading individuals, fostering positive relationships and working with teams to achieve desired results.	<b>ESSENTIAL</b>	Interview
<b>Knowledge &amp; Skills</b>		
<b>NUMERACY SKILLS</b> Excellent numeracy skills with the ability to collate, analyse and interpret financial data and present it in a clear and readily understandable format.	<b>ESSENTIAL</b>	Interview Practical Test

<b>IT SKILLS</b> Ability to use Microsoft Office applications including Excel and Word.	<b>ESSENTIAL</b>	Interview
<b>PLANNING, IMPLEMENTATION &amp; CONTROL</b> Ability to effectively plan and prioritise team and personal workload within a dynamic environment, ensuring the effective management of resources to meet departmental and organizational requirements.	<b>ESSENTIAL</b>	Interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	17 November 2019	<b>Time</b>	12 midnight
<b>Interview Date*</b>	<p>The assessment process will consist of the following elements:</p> <ul style="list-style-type: none"> <li>• Practical Test</li> <li>• Interview</li> </ul> <p>The assessment day will be taking place on 26<sup>th</sup> and 28<sup>th</sup> November 2019.</p> <p>Further information will be provided to candidates progressing to this stage of the process by the way of a formal invite to assessment.</p>		

**\*please note interview dates are subject to change.**

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **Caroline Nicol** by email at: [caroline.nicol@sps.pnn.gov.uk](mailto:caroline.nicol@sps.pnn.gov.uk) or by telephone on: **01324 710497** to allow reasonable adjustments to be made to assist you.

