

Job Title: Digital Budget Lead
Salary: £52,845 - £71,311
Contract type: Permanent
Grade: MoJ Band A
Number of open roles: 1
Location: London
Hours: 37 hours/week (42 hours incl. lunch)
Working pattern: Full time/Flexible Working
Closing date for applications: 15 October 2020
Interviews: From 23 October 2020

Introduction

These are exciting times at MOJ Digital and Technology. We have a clear vision – to develop a digitally-enabled justice system that works more simply for users – and we're looking for talented people to help us achieve it. We're making things better by building adaptable, effective services and making systems that are simple to use for staff and citizens. It can be challenging, but it's also important and rewarding.

As well as doing great work, we're creating a place that's great to do work in. We offer tip-top kit, brilliant training opportunities and support from expert colleagues. On top of that, you'll find flexible working, an inclusive culture, and a place where your opinion is valued.

To support us in delivering our vision we are building a new team. The Budget Team will sit within MoJ D&T, working closely with colleagues in D&T and the central finance function, and offers a great opportunity to be part of building something new.

The Role

The Budget Lead will be responsible for:

- Improving financial management and governance in D&T;
- Building and continually improving financial processes and reports;
- Building and managing a great team of budget managers and analysts.

More specifically this means:

Improving financial management and governance in D&T:

- Work with colleagues across D&T and the finance function to build and inform realistic and well-understood financial forecasts;
- Lead on the provision of meaningful and accurate financial reporting, analysis and insights to help colleagues make well-informed decisions;
- Support senior colleagues in meeting their budgets and savings targets by identifying savings opportunities and anticipating potential overspend;
- Work with colleagues to resolve issues relating to budgets and related processes;
- Work with colleagues to track financial benefits agreed in business cases and plans;
- Promote the benefits of good financial management within D&T.

Building and continually improving financial processes and reports:

- Lead on the design and development of financial processes specifically for D&T, including:
 - Purchase-to-pay process, working with colleagues from finance and commercial functions;
 - Headcount forecasting and tracking, working with colleagues in the finance function and the recruitment team in D&T;
 - Arranging cross-charging agreements to other government departments or business areas, working with colleagues from the finance function;
- Build and continually improve financial reports, performance dashboards and scorecards.

Building and managing a great team of budget managers and analysts:

- Recruit, lead and motivate a team of capable budget managers and analysts;
- Develop individual and team capabilities, driving great performance, and embedding D&T values and behaviours;
- Set team goals and objectives, ensuring alignment with D&T priorities.

You'll Have

The Digital Budget Lead should have demonstrable experience in the following:

- Has led on the management of complex budgets, preferably IT budgets, and those that involve large amounts of spend with suppliers;
- Has built finance processes, reports and dashboards;
- Enjoys working with large data sets and solving problems;
- Is able to draw conclusions from, and make recommendations based on, numbers and data;
- Is comfortable presenting to, and challenging, senior stakeholders;
- Has managed other people;
- Has a finance qualification or is working towards getting one;
- Enjoys bringing people from different teams or groups together to deliver a common objective.

In the Civil Service, we use Success Profiles, a flexible framework, to assess candidates against a range of elements using a variety of selection methods, therefore giving you the opportunity to demonstrate the various elements required to be successful in the role.

At the interview we will be assessing your technical/specialist skills and experience, testing your ability through relevant assessments and asking you questions around the behaviours we require to be successful in this role. The **behaviours** we assess are:

- Leadership
- Communicating and influencing
- Working together
- Developing self and others
- Making effective decisions
- Delivering at pace
- Seeing the big picture
- Changing and improving
- Managing a quality service

Of these behaviours, we will assess the following for this vacancy:

- Leadership
- Communicating and influencing
- Working together
- Seeing the big picture

Throughout the process we will assess your technical specialist skills and experience on the above requirements.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status or disability status.

Selection process details

Candidates must submit:

- a current and relevant CV;
- a Cover letter (1 page max) setting out why you are interested in the role and how you meet the essential skills and experience required.

The job advert lists the essential, specialist skills and experience as well as key Civil Service competencies required for the role.

At the CV review/sift stage we will use the technical/specialist skills and experience to determine your suitability for the role.

At the Interview the panel will ask you open-ended questions to which they are seeking answers/evidence of essential, previous skills, experience and behaviours in order to guide their hiring decision.

Note: due to the volume of applications we receive we are unable to provide feedback after the CV review (sift) stage.

Salary and working arrangements

If successful, the salary we offer you will be within the advertised range and will depend on the skills and experience you demonstrate at the interview. Therefore in your cover letter it would be helpful to the hiring teams if you can indicate your salary expectations and if possible your notice period.

Benefits:

- A generous pension scheme on average of up to 22%
- 25 days leave, plus bank holidays, plus 1 privilege day usually taken around the Queens' birthday
- 1 additional day of leave for every year you work, up to a maximum of 5 extra days

- Flexible working - whether it's working from home or remotely, working part-time, job sharing, or working compressed hours, we have people doing it and are happy to discuss options with you
- Access to training and development through Civil Service Learning, [GDS Academy](#) and [Pluralsight](#)
- Great maternity, adoption, and shared parental leave, with up to 26 weeks leave at full pay, 13 weeks with partial pay, and 13 weeks further leave. And maternity support/paternity leave at full pay for 2 weeks, too!
- Bike loans and secure bike parking (subject to availability and location)
- Season ticket loans, childcare vouchers, and eye-care vouchers.
- Some offices may have a subsidised onsite Gym.
- Upto 5 days paid leave for voluntary work you may wish to undertake

Things you need to know

Security and Immigration checks

Successful candidates must pass a disclosure and barring security check. Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [security check](#).

Candidates will be subject to [UK immigration](#) requirements as well as [Civil Service nationality rules](#).

If you're applying for a role requiring security clearance please be aware that foreign or dual nationality is not an automatic bar. However certain posts may have restrictions which could affect those who do not have sole British nationality or who have personal connections with certain countries outside the UK.

Nationality requirements

Open to UK, [Commonwealth](#) and [European Economic Area \(EEA\)](#) and certain non EEA nationals. Further information on whether you are able to apply is available [here](#).

Eligibility

Candidates in their probationary period are not eligible to apply for vacancies within this department.

Working for the Civil Service

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants. We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#).

The Civil Service embraces diversity and promotes equality of opportunity. There is a guaranteed interview scheme (GIS) for candidates with disabilities who meet the minimum selection criteria.

Contact point for applicants- for further information regarding this role please contact MoJ D&T Recruitment.

Further information

All Civil Servants will adhere to the 'Civil Service code', which outlines the Civil Service's core values, and the standards of behaviour expected of all civil servants in upholding these values.

Note for current Civil Servants: If successful, the salary offered would normally be determined by applying the MoJ salary progression rules. If the appointment is on level transfer your substantive salary (excluding any allowances) will remain unchanged, unless it exceeds the maximum stated within the MoJ pay band, and unless your current salary is below the relevant MoJ grade minimum. If the appointment is on temporary or substantive promotion the salary will be increased by the appropriate promotion percentage or moved to the minimum of the relevant MoJ grade minimum, whichever is the greater.

Note for non Civil servant applicants: This post is open to UK Nationals, Commonwealth Citizens, EEA Nationals of other member states and certain non-EEA family members. There must be no employment restrictions or time limit on your permitted stay in the UK. You should normally have been resident in the United Kingdom for at least 3 years and in some cases 5 or even 10 years preceding your application due to the requirement to have a checkable history for security vetting purposes. If you answer 'No' to the questions regarding nationality then it is unlikely your application will be pursued. If you are unsure as to your eligibility on any of these points, please contact the recruitment team for clarification or advice.