



# Ministry of Justice

## Vacancy Description

### Job Title

Lead Finance Business Partner – Youth Custody Services (YCS)

### Location

Flexibility on location, with occasional visits to national sites and YCS HQ based in London.

### Grade and Salary

Band A (Grade 7)

National: Minimum £43,038 – maximum £47,638

London: Minimum £52,064 – maximum £57,271

Standard pay rules apply for existing civil servants.

### The Role

The YCS is a distinct arm of Her Majesty's Prison and Probation Service and has operational responsibility for the daily running of the Children and Young Persons Secure Estate. It accommodates 10-17 year old children across a mixture of Young Offender Institutions, Secure Training Centres and Secure Childrens Homes within an annual resource budget of c£170m.

We are seeking a Lead Finance Business Partner to support the delivery of operational services that are delivered within both the public and private sector, help drive the agenda on youth reforms and support the vision to move away from a custodial setting to a more child-focussed service that aims to reduce reoffending.

### The Person

You will need to be a person who can build effective stakeholder relationships in order to meet the needs of an evolving business and comfortably provide sound financial advice on a number of complex issues

You will need to take responsibility for the delivery of your team's work to expected standards and timescales in a fast-paced and changing landscape

You will need to be able to provide impartial and appropriate advice in an area that has a high level of ministerial interest and will often be looking to introduce novel and potentially contentious schemes to meet their vision

### The work you will be doing

This role forms part of the YCS Finance Business Partnering Team and will manage up to 2 SEO grades.

Reporting to the Senior Finance Business Partner, the right candidate will play a pivotal role in the following areas

- Provide financial support for 4 Young Offender Institutions (public sector), 2 Secure Training Centres (private sector contract) and 8 Secure Children's Homes (private sector contract), including appropriate financial planning, budgeting and forecasting, reporting, workforce planning, contract management and other support as necessary
- Continuously develop and maintain key stakeholder relationships with the aim of seeking business improvement through influencing activity and ensuring future and current plans meet the business requirements
- Proactively promote the Youth Justice reform programme and reinforce positive culture change within Youth Custody Service, the wider HMPPS and external stakeholders
- Providing financial input into business cases for and procurement of outsourced services, working closely with the policy and commercial functions and ensuring appropriate financial governance is applied.
- Engaging successfully with senior stakeholders across the YCS and wider HMPPS and MoJ as well as externally with private sector suppliers and OGD's such as NHSE&I and DfE and being comfortable providing robust challenge to stakeholders of all levels where necessary
- Proactively build the capability of the team they manage, ensuring diversity and inclusion are considered

## Assessment Criteria

### Job Summary

The ideal candidate will be able to demonstrate the Experience, Behaviours, Ability and Technical elements set out below. These elements will be assessed during the sift process and further tested at interview. In addition, we are looking to appoint an individual who can manage their own team effectively, taking responsibility for its deliverables, and also build strong relationships with other business areas to facilitate co-operation and ensure their input to the financial forecast. You will be unafraid of challenging processes and stakeholders, using strong communication skills to influence them where necessary. We also require a candidate who demonstrates an innovative analytical approach to problem solving.

### Ability

You will have strong communication skills, and be particularly well versed in breaking down complex ideas for a range of audiences.

### Technical

Candidates will need highly-developed professional finance skills, demonstrated by either:

- current study towards or a full qualification from ICAEW, ICAS, ICAI, ACCA, CIPFA, CIMA, or;

if not qualified or currently in training, evidence over a sustained period of significant experience in finance roles.

## Civil Service Behaviours

The following Grade 7 Civil Service Behaviours are essential to this post and will be assessed upon application

- Changing and Improving
- Communicating and Influencing
- Managing a Quality Service
- Working Together

Full details on the Civil Service Behaviours Framework can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/717275/CS\\_Behaviours\\_2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717275/CS_Behaviours_2018.pdf)

## Experience

We are looking for you to demonstrate past experience of having provided excellent finance business partnering skills

- Experience of managing large scale, complex or contentious business area finances
- Working knowledge and understanding of financial control regimes
- Excellent stakeholder management skills, including the ability to work across boundaries to influence and gain confidence of senior leaders and sponsors
- A track record in influencing and challenging budget holders

## The Selection Process

To apply, please complete the advertised CS Jobs application process. Applications will be sifted by a panel who will look at the Experience, Ability, Technical and Civil Service Behaviours evidence provided in your application.

Candidates who are successful following the sift process will be invited to interview, where experience, Ability, Technical and Behaviours elements will be tested further alongside other elements of the post. Further details will be provided to shortlisted candidates in advance of the interviews.