Ministry of Justice

Vacancy Description

Job Title
Operations Group Forecasting Business Support

Location
Flexibility can be considered with regards to location.

Grade and Salary
Band C (HEO)
National: Minimum £24,002 – maximum £31,973
Inner London: Minimum £30,845 – maximum £38,373
Standard pay rules apply for existing civil servants.
If the successful applicant is a part-qualified or qualified accountant the relevant uplift will apply.

The Role
The Operations Group, within the Chief Financial Officer's Group of the MoJ, administers a combined operational scheme budget of approximately £1.7bn per annum. We are seeking Forecasting Business Support for the production of income and expenditure forecasts and estimates of provisions for work in progress (WIP), to underpin effective budget management and compliance with financial reporting requirements across the operational agencies of the group.

The Person
- Do you thrive in a complex and continually changing business environment?
- Are you always looking for ways to improve processes through new and innovative ideas?
- Do you easily build respect and trust across a diverse range of colleagues?
- Are you able to explain complicated concepts clearly, ensuring your audience understand the key message?
- Do you enjoy seeking out information and identifying trends in data?
- Are you always careful to review your work, making sure that any errors are caught?

If so, then this role could be for you!

The work you will be doing
The MoJ Operations group, comprised of the Legal Aid Agency (LAA), the Office of the Public Guardian (OPG), and the Criminal Injuries Compensation Authority (CICA), administers a combined operational scheme budget of approximately £1.7bn.

The candidate selected for this role will liaise with policy, strategy and operational teams across one or more of these agencies and work closely with the dedicated analytical team to enable the timely

and accurate production of forecasts, as well as quarterly WIP estimates for the Statutory Accounts. The effective forecasting and management of this budget ensures that these agencies - and hence the wider MoJ - maintain credible financial management, which is key within the current environment of budgetary constraints.

Reporting to the Operations Group Forecasting Business Partner, the individual will display a high level of numeracy and will have experience of organising complex and numerical information to produce useful, clear and understandable outputs. They will be comfortable operating flexibly in a fast-moving, policy-driven environment and will be confident supporting the robust governance processes that sit alongside the forecasts and provisions.

The individual is not required to be a qualified accountant, however if they are part-qualified or qualified then the relevant uplift will apply. The MoJ is committed to offering apprenticeship programmes to new or existing staff at all grades: the successful applicant will have the opportunity to apply to a range of programmes, including the Finance route to become a qualified accountant.

Assessment Criteria

Job Summary
The ideal candidate will be able to demonstrate the Ability, Experience and Behaviours set out below. Experience and Behaviours will be assessed during the sift process and Ability and Behaviours further tested at interview.

In addition, we are looking to appoint an individual who can readily adapt to changing requirements, applying an analytical mindset to deliver continuous process improvements, and produce work with a keen eye for detail.

We also require a candidate who builds effective business relationships and communicates their viewpoint clearly and concisely, whilst respecting the views of others.

Ability
The right candidate will be proficient in the use of Excel for analysis and reporting.

Experience
The right candidate will be have demonstrable experience of using Excel to interrogate and analyse data, identify trends and key drivers, and effectively report on findings.

Civil Service Behaviours
The following Band C (HEO) Civil Service Behaviours are essential to this post and will be assessed upon application:
- Managing a Quality Service
- Communicating and Influencing
- Seeing the Big Picture
- 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

The Selection Process

To apply, please complete the advertised CS Jobs application process. This includes providing your work history on-line and uploading statements explaining how you meet the Civil Service Behaviours and Experience requirements detailed above.

Applications will be sifted by a panel who will look at the Civil Service Behaviours and Experience evidence provided in your application. Depending on the volume of applications a preliminary sift on the Behaviour "Managing a Quality Service" and Experience may be conducted.

Candidates who are successful following the sift process will be invited to interview, where Ability 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.