

**VALUATION TRIBUNAL SERVICE**

**Appointment of Financial Analyst**

***(initial 6 month FTC)***

**August/September 2022**

**CONTENTS**

Advertisement (Background to role) Page 3

Job Description Pages 4 - 7

Person Specification Page 8

What we can offer you? Our benefits and culture Page 9

Application Process Page 10

Recruitment Process and indicative timetable Page 11

**Annexes**

Annex A - Guidance on Completing the Application Form Pages 12-13

Annex B – Application – Personal statement form, other

relevant information and signature and declaration

(Sections 1, 2 and 3) Pages 14 - 20

Application checklist (have you done everything we require?) Page 21

Annex C – Diversity Monitoring Questionnaire Pages 22 - 24


# FINANCIAL ANALYST (ADVERT)

**(INITIAL 6 MONTHS FIXED TERM CONTRACT WITH POSSIBLE EXTENSION)**

Salary: £35,673 - £46,393; SCP 27-38

Median (qualification bar) SCP 34: £42,332

Location: London, E1 8EU

The Valuation Tribunal Service (VTS) is a statutory, non-departmental public body (NDPB), sponsored by the Ministry of Housing, Communities and Local Government, with responsibility for the administration of Council Tax and Non-Domestic Rating appeals. What we do and how we do it has an impact on the multi-million pound income the Government brings in from local property taxation to support other public services.

This job offers great exposure to a range of finance related work within a small but busy finance team in the VTS Head Office. You will report to our Financial Controller, supporting them on a day-to-day basis and you will work closely with other finance colleagues. You may also be responsible for directing and managing any less experienced colleagues within the team.

Your specific responsibilities will include:

* assisting the Financial Controller with preparation of annual and quarterly accounts;
* assisting with the preparation and analysis of management accounting information including budget management reporting;
* the production of monthly and year end audit files;
* payroll reconciliation and administration.

Our ideal candidate will have previous experience of a range of finance responsibilities, preferably gained within the public sector. Knowledge of the work involved in central government financing and specifically within an NDPB would be a positive advantage. We believe that this position will suit candidates who are fully qualified with a recognised accountancy body and who also have knowledge of SAP accounting. You are likely to have excellent Excel skills - at an intermediate or advanced level - as working with spreadsheets is a prime requirement of the role.

## As well as the salary identified above, we also offer a range of benefits which are detailed in our information/application pack). Initially this role is for a minimum period of 6 months with the potential for extension.

## Application details:

## To apply and for further information, please contact us by email at HR.admin@valuationtribunal.gov.uk Alternatively access the vacancy and pack from <https://www.valuationtribunal.gov.uk/>. The closing date for received applications is 23:55 on Sunday 11 September 2022. Interviews are likely to take place w/c 19 September 2022.

*The VTS is keen that its workforce should represent the communities it serves and welcomes applications from people of all backgrounds*

**JOB DESCRIPTION**

**JOB TITLE: Financial Analyst**

**REPORTS TO:** Financial Controller

**RESPONSIBLE FOR:** Finance Assistant(s)/Administrators and/or less experienced or more junior colleagues within the Finance Team

 **SALARY:** Scp 27 to scp 38 As at August 2022, this is a salary range of £35,673 to £46,393. You must be fully qualified to be considered

 to progress beyond scp 34 (£42,332)

**CONTRACT LENGTH** Initially for a minimum of 6 months with potential for extension.

**CONTACTS**

Internally - All staff within the Valuation Tribunal Service (VTS) – specifically the Financial Controller and the Finance Team and the Finance Director; Chief Executive; VTS Board; Directors; Managers and Registrar; President; Vice Presidents and Members of Valuation Tribunals for England (VTE).

Externally - Department for Levelling Up, Housing and Communities (DLUHC) as the VTS’s sponsoring Department, internal and external Auditors, all other stakeholders and VT users, Professional bodies and organisations, third party contractors and Statutory bodies.

***JD and PS reviewed August 2022***

**MAIN PURPOSE**

To prepare and deliver financial processes, reports, advice, support and management - to a high quality and to time - to the VTS, its key stakeholders within senior and middle management, to the Board and to the VTS’s sponsoring department.

To provide a business partnering approach in support of the wider VTS, helping to resolve issues, respond to questions, enhance financial awareness and improve finance processes.

To ensure the day to day recognition and processing of all financial transactions on the finance system (SAP) ensuring that these transactions are processed in a timely manner and are compliant with all policies, processes and the Financial Report Manual (FreM) and Consolidated Budgeting Guidance (CBG) and other guidance as published by HM Treasury.

To manage allocated Finance Assistant(s)/Administrator/more junior staff.

To provide support and guidance to the rest of the finance team and in particular support the Financial Controller.

**MAIN RESPONSIBILITIES**

1. **Accounts and reconciliation**
2. Manage the team’s monthly timetable, delivering all tasks to deadline and ensuring all risks are identified, raised appropriately and mitigated. Responsible for all transactions posted to the ledgers including (but not limited to); purchase order processing, goods receipt notes, supplier invoices, claims, journal postings, accruals and pre-payments.
3. Monitor, review and reconcile all balance sheet accounts as required. Provide relevant supporting documentation, challenge and resolve any anomalies and inconsistencies and ensure adherence to the timetable.
4. Responsible for the recognition and reconciliation of the monthly payfile on SAP including the receipt, review and preparation of the file for upload, the maintenance of relevant mapping tables, liaison with HR to resolve issues, the upload process and resulting reconciliation of the pay control account all within the limited timeframe.
5. Support the Financial Controller if the preparation of annual and quarterly accounts and other accounting returns as required by DLUHC.
6. Ensure the provision of relevant and robust supporting data in response to audit queries.
7. Ensure continuous improvement by reviewing and ‘challenging’. Develop and draft associated process notes covering all work of the finance team.

1. Manage and maintain the general ledger account codes, structures and hierarchies. Ensure that the onward mapping to the group account number and OSCAR (for HM Treasury and DLUHC reporting) is consistent with its application and is appropriate.
2. **Management accounting responsibilities**
3. Provide a business partnering service by working with budget holders and managers in the VTS. Provide monthly updated actuals extracted directly from SAP and provide support in the reviewing of expenditure against forecast on a monthly basis. Advise on the most appropriate application, use of chart of accounts data, and help in interpreting the data and supporting reforecasting activities.
4. Work with and successfully influence budget holders to deliver high quality and accurate expenditure re-forecasts within a very tight timetable in order to ensure upload onto SAP and onward submission to the sponsoring department. Identify issues and work with budget holders to resolve any challenges encountered, offering advice, support and providing solutions.
5. Extract data in a useable format and is used for onward reporting to Executive Management Team (EMT) and the Board. Identify and highlight any risk to budgets at the earliest opportunity, in particular where forecasts are in excess of available budget. Provide suitable and timely advice and appropriate actions to avoid breach of budget and Accounts qualification.
6. Review and update all associated hierarchies and structures on SAP, ensuring that these reflect the structure of the organisation and provide the optimum basis upon which the organisation can report.
7. Review, develop (with a view to improvement) and update reports produced for the Board and other interested parties to ensure that they are drawn directly from SAP in a simplified manner whilst retaining clear audit trails and ensuring that information and reports are clearly understandable by members of the respective audiences.
8. Working within and to the agreed process, prepare the monthly Grant-in-Aid (cash) forecast using the underlying SAP data, adjusting for known non-cash items and analyse, assess and make appropriate adjustments for other non-cash or cash requirements. Ensure that the forecast is fully supported by underlying data and provides a full audit trail. Analyse and review the cash held and challenge anomalies where they exist taking steps to work with our shared service provider to resolve any banking issues or concerns.
9. Work with - and take direction from - the Financial Controller and Finance Director to prepare the annual budget, commissioning information form budget holders, collecting and collating returns and grouping in accordance with the required budget category.
10. **Accounts production**
11. Support the Financial Controller in the production of the statutory annual report and accounts for the VTS and also the returns prepared and submitted in respect of DLUHC Group Accounts.
12. Identify and implement process improvements to the production of the accounts drawing on best practice from the DLUHC family.
13. Provide support and assistance to the team and audit (internal and external) in order to fully respond to any audit query in a timely manner.
14. **Management, supervision and wider VTS responsibilities**
	1. Manage any finance team members allocated to the job holder including effective performance management, administration of annual leave and managing sickness issues. Manage the fair and transparent application of VTS HR policies and ensure the quality and timeliness of the services provided by team members and the staff supervised by the job holder.
	2. Support and help to develop a high level of professionalism within the finance team and assist in the development on a one-team, supportive culture and working environment.
	3. Support finance and senior management in any other finance related work as required.
	4. Assist with financial and accounts training for non-Finance staff within the VTS.
	5. Comply with all financial policies and procedures and ensure convergence with legislative requirements and financial regulations.
	6. Prepare reports and papers as requested including providing assistance in the preparation of business cases.
15. **General**
	1. Ensure that all records (paper and electronic) are retained in an accessible format and in accordance with VTS policies.
	2. Maintain continuous professional development requirements and an awareness of new developments impacting upon either the accountancy profession or on the effectiveness of finance management.
	3. Any other duties as required which are commensurate with the level of the post.

**PERSON SPECIFICATION**

***All requirements are Essential (E) unless clearly marked as Desirable (D)***

**Qualifications**

Fully qualified with CCAB or CIMA (or passed finalist) with appropriate relevant experience and looking to progress to the next stage of their finance career (E)

**Knowledge and experience:**

Demonstrable experience of producing accurate, timely and value-added financial information (including forecasts, budget setting and reporting) and providing expertise and advice in a fast-paced finance team, preferably in a Finance Business Partner role (E)

Experience of financial accounting processes, including producing financial statements (E).

Experience in operating financial systems to a high level of capability (E), preferably SAP and to support the development of systems and processes (D)

Ability to analyse and model a range of financial and non-financial data using advanced Excel (E)

Experience of driving improvements in both financial planning and financial forecasting, within a complex environment (E).

Knowledge and awareness of the requirements on Non-Departmental Public Bodies or equivalent organisations and understanding of public sector accounting requirements (D)

Line Management experience (D)

Experience in the preparation and provision of technical papers and business cases (D)

**Personal qualities**

Ability to demonstrate the highest levels of personal integrity with a well-developed appreciation and commitment to the highest standards of probity when operating within a public sector finance environment (E)

Demonstrable commitment to excellence and encouraging a high performing work culture where the focus is on “getting it right” first time (E)

Ability to lead by example and demonstrate `going the extra mile’ in delivering quality services to tight timescales (E).

A driven, collaborative colleague with experience of working to tight deadlines and building strong working relationships at all levels (E).

Excellent interpersonal skills and demonstrating ability to engage effectively and influence others (E).

**What can we offer you? Our benefits and work culture**

* A competitive salary with the opportunity to progress either in role or within the VTS; we want our recruits to aspire to become our senior managers of the future.
* Local Government Pension Scheme – auto-enrolled membership of the Local Government Pension Scheme administered by the London Pension Fund Authority (but you can decide to opt out).
* Generous Annual Leave – Minimum of 25 days paid holiday, rising to 30 days after five years of continuous service. In addition, you get two paid non statutory days - normally between Christmas and New Year. Plus you’ll get the normal 8 bank holidays in England and Wales.
* Commitment to health and wellbeing – including access to our confidential Employee Assistance Programme (EAP),
* Use of technology to book your annual leave sickness etc and receive electronic pay slips and P60s – so no more chasing paper!
* Contribution towards eye-tests and glasses
* Season ticket loan – Interest free public transport ticket loan.
* Commitment to ongoing development - payment of one set of professional membership fees. Regular training and development workshops and access to our sophisticated Learning Management System and modules to help support your learning.
* Access to all levels of management and colleagues in a supportive professional environment. We want you to enjoy your time working for us and be proud to say you work for the VTS
* Office location – we are within close walking distance to a number of Underground and DLR stations in the Aldgate and Tower Hill areas. There are also overground stations at Shadwell and Whitechapel and mainline stations at Liverpool Street and Fenchurch Street.
* Various bars, cafes, restaurants and gyms are nearby in a vibrant, up-and-coming and cosmopolitan area.
* A short stroll to the sights and activities at St Katherine Dock, the River Thames, the Tower of London and Tower Bridge as well as Shoreditch, Spitalfields and Brick Lane.

**APPLICATION PROCESS**

Guidance on making an application is contained in Annex A. To apply for the post, please complete the personal statement form (section 1) and also sections 2 and 3 in Annex B - and remember to attach an up-to-date CV. ***CVs only will not be considered***.

**You MUST complete a personal statement including details of current salary and notice period from your current role. You must also complete section 2 – other relevant information and section 3 – signature and declaration**.

In the personal statement you should describe how you meet the requirements for the job in relation to the Job Description and Person Specification as the personal statement will be used to determine who is selected for interview assessment.

Applications should be emailed to HR.Admin@valuationtribunal.gov.uk by **no later than 23:55 on Sunday 11 September 2022**.

**Data protection**

The VTS is a data controller and to comply with the General Data Protection Regulation and the Data Protection Act, will only use the data you provide for the specific purpose of human resources management and will not be further processed in any manner incompatible with that purpose. More information about how we handle your data can be seen in the privacy notice at <https://www.valuationtribunal.gov.uk/privacy/>

**Equal opportunities**

The VTS is an equal opportunity employer: applications are invited from all suitably qualified individuals irrespective of ethnicity, gender, disability, marital status, age, religion or belief, or sexuality. Please complete and return the Diversity Monitoring Questionnaire in Annex C. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes. The form will not be treated as part of your application.

**RECRUITMENT PROCESS AND INDICATIVE TIMETABLE**

The recruitment process is in two stages:

**Stage 1**

Complete the Personal Statement Form (Annex B, sections 1,2 and 3) and an up-to-date CV – **all to be returned by no later than 23:55 on Sunday 11 September 2022**. Applications will be acknowledged.

**Stage 2**

Interviews and testing – The VTS sometimes utilises personality and ability tests to try to help ensure we recruit the right candidates. Further details of this will be provided if you are successful in being shortlisted for interview and we go down this route. The interview assessment process is likely to involve you making a short presentation, details of which will be provided in due course if you are successfully shortlisted. The interviewing panel is likely to include the VTS Director of Operations and Development and the VTS Performance Manager although other senior staff may be involved. The interview will be conducted in 120 Leman Street, London. A member of the HR team may be present in an advisory capacity.

The indicative timetable is as follows -

|  |  |
| --- | --- |
| Closing date of applications: | 23:55 on 11 September 2022 |
| Interview/Assessment Date: | w/c 19 September 2022 |
| Second Interview Date (if necessary): | w/c 26 September 2022 |
| Appointment to commence by: | November 2022 – January 2023 (depending on notice and need for 2nd interview) |

If you have any queries about any aspect of the appointments detailed in this information pack, or if you wish to have an informal discussion, then please e-mail Human Resources on hr.admin@valuationtribunal.gov.uk and provide a telephone number for contact. The VTS respects the privacy of any initial approach or expression of interest in this role, whether formal or informal.

**ANNEX A**

**GUIDANCE NOTES ON COMPLETING PERSONAL STATEMENT FORM AND THE REST OF YOUR APPLICATION**

# Read the job profile and person specification carefully

Before completing your application form, you should carefully read through all the literature sent to you in the application pack as it will let you know what requirements we want the person to have for that particular job.

Both the Job Description and Person Specification list the key responsibilities, knowledge, skills and abilities and commitment you should possess.

**Prepare a rough draft first**

You can avoid making errors in your application form by writing a rough draft before you complete your final version.

# Personal details

This should be detailed in your **up-to-date CV** which MUST include details of previous employment and education and any recent (relevant) training.

# Personal Statement – section 1

You need to tell us how you demonstrate the skills, knowledge, experience and commitment set out in the Person Specification and Job Description. You should consider how you can apply (present and past) experience, strengths and skills to the job. Examples can be drawn from any relevant experience gained from career, home, social leisure, voluntary, interests etc. You should ensure you write clearly and concisely and address how you match the requirements of the Tribunal Clerk role.

# Other relevant information – section 2

# You need to complete Section 2 by ticking the appropriate box(es). If you have answered yes to any question, you should provide details on a separate sheet.

# Declaration & signature – section 3

You need to complete Section 3 (an e-signature will suffice for now). If you are unable to add a personal signature please still send it via email and you will then be asked to sign it at the interview if you are successful in progressing to that stage.

# Submitting your application

# You must ensure that your application can be clearly read. If you choose to hand write your application you must use black ink, as the form will be photocopied.

# It is your responsibility to ensure your completed application arrives before the advertised closing date as late applications will not be considered. You should ideally keep a copy of your completed application for your own reference.

**ANNEX B**

# SECTION 1 - PERSONAL STATEMENT FORM

***Remember to submit an up-to-date CV containing your personal details. This should include previous employment, education and recent relevant training***

 Please remember you can continue on a separate sheet, if necessary, for any parts of your application.

**You do not necessarily have to use this form in section 1 but in which case you must submit a comparable personal statement detailing how you meet the requirements of the job. It is also essential that if you don’t use our Section 1 form you must still address all the questions on our form such as detailing your current salary and notice period.**

**You MUST however, complete sections 2 and 3. (Other Relevant information (tick boxes) and the Signature and Declaration (an e-signature will suffice but a wet signature can be added at interview if you are successful in being shortlisted to progress to that stage)**

The closing date for applications is **23.55 on Sunday 11 September 2022**

|  |
| --- |
| *Please now tell us how you demonstrate the skills set out in the person specification on page 8 of this Information Pack. You may wish to use examples from your career, voluntary, community or unpaid work. You may submit additional sheets of paper in support of your personal statement and application if you feel it necessary to do so.* |
|  |
|  |
|  |

|  |
| --- |
|  |

***Continue on a separate sheet as required***

**Notice period required by current employer** ........................................................

**Current salary** ........................................................

**Where did you see the job advertised?** ........................................................

**SECTION 2 – OTHER RELEVANT INFORMATION**

Any employee could find that matters or incidents, which previously attracted no attention, could become matters of public interest once the person concerned holds such a post.

Please answer the following questions by ticking the appropriate box.

 Have you:

 ***Yes No***

1. been convicted of any offences (other than minor motoring

 offences) which are not spent in accordance with the

 Rehabilitation of Offenders Act 1974 in the UK or abroad;

1. been charged with any offence which is still pending;

 (3) become bankrupt over the past 10 years;

1. been dismissed from any office or employment over the

past 10 years;

 (5) ever been disqualified from either acting as a Company

 Director or in the management of a Company;

(6) ever been a Director, Partner or Manager of a Company which has gone into liquidation, receivership or

 administration;

 (7) any other information which you would consider relevant

 to an assessment of your suitability for this post;

 for example business interests or personal relationships,

 which may lead to an allegation of conflict of interest.

Please provide details on a separate sheet, if you answer “yes” to any of the above questions. Please note: a “yes” answer to any of the questions (1) to (7) above will not necessarily disqualify a candidate for this position. Each case will be treated on its merits. However, failure to disclose relevant information may result in the appointment being summarily terminated.

 **SECTION 3 – DECLARATION & SIGNATURE**

I declare that the information I have provided is true and accurate. I understand that false or misleading statements or deliberate omissions may be regarded as grounds for withdrawal of any offer or, after I have started employment with the VTS, possible dismissal without notice. I agree that the information given on this form or associated paperwork and in my CV may be processed in accordance with the data protection legislation for the purposes of recruitment and selection and any subsequent appointment process.

 Signed:

 Name (in block letters):

 Date:

**APPLICATION CHECKLIST**

*Please use this checklist to ensure you have completed every section and included everything to allow your application to be assessed.*

**Section Completed – please tick**

Personal Details – have you attached an up-to-date CV? [ ]

*Your basic personal details*

Personal Statement – Annex B, section 1 [ ]

*Your skills, experience and how you meet the job requirements*

Other relevant information – Annex B, section 2 [ ]

*Integrity section detailing criminal convictions, solvency etc.*

Declaration and signature – Annex B, section 3 [ ]

**ANNEX C**

**Diversity Monitoring Questionnaire**

The VTS has a policy of equal opportunity. Everyone who is eligible to join the VTS regardless of ethnicity, religion or belief, gender, marital status, disability, age, or sexuality, will receive equal treatment when applying for jobs.

As an organisation, we want to ensure that working in the VTS is a rewarding opportunity, which promotes the diverse talent that we have. To do this, we need to collect data on the make up of our workforce so that we can check whether our HR policies and systems (such as promotion, pay, access to learning and development, etc.) are operating fairly for all groups of staff. In addition, it will help us develop appropriate diversity and equal opportunities policies.

We would like to reassure you that the information you provide will be treated in the strictest confidence. Data will be held on the VTS’s Human Resource database, to which only a small number of authorised people have access. When the data is used, it will be for anonymous statistical and research purposes only. Data will **not** be used for selection purposes.

We would like to thank you in advance for your co-operation.

###### Post: Financial Analyst

**1 Name**

**2. What is your ethnic group?**

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background. *(groups are as recommended by Office for National Statistics from 2011 Census onwards)*

**A White B Mixed or multiple ethnic groups**

**[ ]** English, Welsh, Scottish, Northern Irish **[ ]** White and Black Caribbean

 or British

[ ]  Irish [ ]  White and Black African

[ ]  Gypsy or Irish Traveller [ ]  White and Asian

[ ]  Any other White background – [ ]  Any other Mixed or Multiple

 Please tick and state below: ethnic background - Please tick and state below:

**Annex C continued**

**C Asian or Asian British D Black, African, Caribbean or**

 **Black British**

**[ ]** Indian **[ ]** African

[ ]  Pakistani [ ]  Caribbean

[ ]  Bangladeshi [ ]  Any other Black, African or

 Caribbean background – Please

[ ]  Chinese tick and state below:

[ ]  Any other Asian background –

 Please tick and state below:

**E Other ethnic Group**

**[ ]** Arab

[ ]  Any other ethnic group,

 please tick and state below:

1. **Disability**

The Equality Act 2010 defines disability as ‘a physical or mental impairment that has a substantial and long-term adverse effect on [the person’s] ability to carry out normal day-to-day activities”. Case law has established that the disability could be physical, sensory or mental and must be expected to last at least 12 months.

Do you consider yourself to have a disability? Yes[ ]  No [ ]

If ‘Yes’ please specify nature of disability.

Do you need any special arrangements/facilities Yes[ ]  No [ ]

if you attend an interview?

Please state requirements in box below if you ticked ‘yes’

**4. Gender**

**5. Age (as at last birthday)**

1. **Marital Status**

**Please tick as appropriate**

Single [ ]  Cohabiting [ ]  Civil Partnership [ ]  Married [ ]  Divorced[ ]  Widowed[ ]