

## **Job Spec**

### **Finance Insight Analyst– EO SALARY FROM £25,915**

**We are recruiting these positions in Birmingham, Bristol, Exeter, Leeds, London, Newcastle-upon-Tyne, Peterborough, Reading, Warrington, Worcester, Worthing, York on a Blended/flexible basis**

### **Short Summary**

DEFRA is the UK government department responsible for safeguarding our natural environment, supporting our world-leading food and farming industry, and sustaining a thriving rural economy. Our broad remit means we play a major role in people's day-to-day life, from the food we eat, and the air we breathe, to the water we drink.

The Systems and Data Management Team provide a financial and performance reporting service to the group and provide group oversight on the integrity of our Financial systems (e.g. Chart of Accounts, Funding Streams). In addition, the team oversee Qlik Service Management and deliver financial tools and products, whilst promoting and embedding improved data quality, literacy, and process enhancements across Finance.

Data Integrity Management: Assist with requests to update both Oracle Chart of Accounts and other non-Oracle datasets, so that customers have confidence in the service offer.

Reporting Activity: Contribute to the delivery of Core Defra, Animal and Plant Health Agency (APHA), Natural England (NE), Rural Payments Agency (RPA), Environment Agency (EA) month end reporting ensuring that all in-month maintenance has been completed and assist with the appropriate reconciliations.

Help with the production of monthly Finance Forecasting tools (FFT) and support FFT access requests and distribution lists for General Data Protection Regulation (GDPR) purposes and section access for Qlik Apps

Workload Prioritisation: Effective use of time management skills to ensure that key deliverables are completed to schedule whilst maintaining high service standards. Monitor shared mailbox and allocate emails to individuals, signposting if required.

Process Management: To regularly review and improve desk instructions/guidance documents ensuring that they are kept up to date and are fit for purpose.

Team Working: To play an active role within an inclusive team environment, making sure that colleagues feel valued, respected, understanding that it is safe to challenge and that contribution is recognised.

### **Job description.**

Key responsibilities will include but not be limited to: -

- Support the Finance Forecasting Tool access requests and distribution lists for GDPR compliance purposes.
- Support the access for other Business Intelligence products through Qlik software applications.
- Monitor a shared mailbox and allocate emails to individuals, signposting if required.
- Document task lists and process notes
- Help with the production of monthly Finance Forecasting Tool
- Assist with the "Qlik pack" reporting production and distribution of the packs.
- Assist with the delivery of monthly reconciliations for APHA and EA.

- Assist with the development and improvements of reconciliations for APHA, NE, RPA, Core Defra and EA.
- Assist with the review and maintenance of SharePoint folder structures within Finance Insight and Analysis team
- Build resilience with the other Executive Officers in the team through cross training.

## **Essential Experience and Skills:-**

Financial data management: An understanding of financial data management and financial processes.

Communication: Ability to effectively communicate with a wide range of stakeholders at all levels.

[Success Profiles - Experience \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

## **Technical Skills if applicable**

Reporting/Finance systems: Proficiency with native Microsoft Office products, specifically Microsoft Excel.

[Success Profiles - Technical \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

## **Qualifications**

No Qualifications necessary for this role

## **Behaviours**

- Managing a Quality Service (LEAD BEHAVIOUR)
- Changing and Improving
- Delivering at Pace
- Communicating and Influencing

[Success Profiles - Civil Service Behaviours \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

## **Strengths**

- Focussed
- Organiser
- Improver

[Success Profiles - Civil Service Strengths Dictionary \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

## **Interview**

Candidate successful at sift stage will be invited to a video assessment/interview (1hour 20/25 mins) that will consist of a blended interview of Behaviours and Strengths. A presentation or additional exercise relative to the role will also be assessed, further details will be given to candidates selected for interview.

## **Location**

Please be aware that this role(s) will be contractually based in a Defra group workplace/office. The successful candidate is required to carry out all their duties from a UK location and cannot do so from an overseas location at any time.

Internal (core Defra) employees can apply for this role and choose to remain in their current location or to be based in one of the advertised locations.

All other applicants will be based in one of the advertised locations. Candidates will need to state their region preference on the application form so we can advise appropriate office locations.

If you are successful in your application and your base working location is London, please be aware that Defra's Nobel House Office at 17 Smith Square, London will be closing in December 2023.

This means that Defra new joiners will be located alongside existing colleagues in offices a short distance away from Nobel House in our other office at 2 Marsham St, London.

To work from 2 Marsham Street, you will require the higher level of CTC clearance. Therefore, confirmation of appointment to the advertised post will be dependent upon successful CTC clearance being confirmed as part of pre-employment checks.