

FINANCE OPERATIONS MANAGER – G7

SALARY FROM £49,403 + qualification allowance up to £3,107

FLEXIBLE/HYBRID WORKING from any of the following locations: Peterborough, Birmingham, Bristol, Exeter, Leeds, London, Newcastle-upon-Tyne, Reading, Warrington, Worcester, Worthing, York

About the job

Job 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.

This is an exciting opportunity to join the Compliance & Financial Accounting team and join our efforts to safeguard Defra's financial resources by delivering our comprehensive compliance regime and providing support to some of our key business processes.

The role supports delivery of a high-quality robust service to the whole of Defra Group Finance and departmental group. You will provide strategic oversight to key financial matters that affect delivery, through process ownership of Purchase to Pay (P2P), Expenses and Government Procurement Card (GPC) across the Defra Group and associated compliance activity.

They are key in supporting the improvement of data quality and financial controls across the business and driving efficiencies through self-service and automation. They ensure the provision of a quality service to the business by managing a range of complex relationships working internally and with external partners to deliver successful outcomes.

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Job description

- To lead, develop and motivate a dispersed team to deliver effective results to a high standard. Enabling the development of the team, optimising individual and team performance
- To lead and develop the compliance offering for GPC and Expenses in line with business priorities, audit requirements, best practice and fraud risks.
- Act as process owner (policy and system) for Purchase to Pay, Expenses and Procurement Card functions. Including leading the Defra Group networks, representation at cross government groups and forums and with our Shared Service provider.
- Demonstrate strong analytical skills to Investigate and resolve complex service issues and queries from users and stakeholders.
- Provide expert finance advice and process guidance as the process owner. To review processes, identifying, implementing, and embedding improvements. Working collaboratively with a range of stakeholders to improve them and championing the alignment to Global Process Design and harmonisation across the Defra Group.
- Championing the finance service by leading improvement projects as part of the Finance Change portfolio, and continuous improvement activities within the team, for compliance and procure to pay activities.
- Contributing to the development of a Purchase to Pay centre of excellence, including compliance activities and associated service offering across the Defra Group.
- Understanding, managing and communicating with complex stakeholder groups, including Finance and other Corporate Services team's, business areas, our shared service provider and contracted suppliers. As well as successfully influencing front line service users.

- Keep guidance, documentation and customer digital access channels updated in line with requirements and communicate widely. Provide a centre of knowledge and advice to wider Defra staff, on GPC, Expense, and purchase to pay related matters.
- Contract owner for the Government Procurement cards program ensuring value for money and delivery of service.

Person specification

Essential Experience and Skills:-

- Leadership of a team within a diverse operational business area and the ability to build their capability, via training, mentoring, and shadowing.
- Excellent interpersonal skills and ability to build and maintain strong working relationships with stakeholders.
- Adaptable and willing to review role and priorities with senior management to meet the current and future needs of the group.
- Experience of working within a Finance Operations environment across either, purchase to pay, expenses processes, and compliance and financial control activity, including fraud detection.
- Analytical and problem-solving skills with the ability to present information clearly to variety of audiences.
- Experience of establishing the most efficient ways of working, harmonising and standardising processes across business areas and optimise resource levels to deliver the service going forward.
- Strong project management and organisational skills.
- Clear communication, influencing and negotiation skills;

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

Behaviours

We'll assess you against these behaviours during the selection process:

- Managing a Quality Service
- Working Together
- Communicating and Influencing
- Delivering at Pace

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

Benefits

Alongside your salary of £49,403, Department for Environment, Food and Rural Affairs contributes £13,339 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

- Learning and development tailored to your role
- An environment with flexible working options
- A culture encouraging inclusion and diversity
- A [Civil Service pension](#) with an average employer contribution of 27%

- **Blended Working**

Defra operates a blended working policy subject to business need, giving people the flexibility to choose when and where they work and collaborate with others.

Individuals are expected to work from one of the office locations stated in the advert to connect with their colleagues, as required by their role and business team needs. There is flexibility to split the working week, spending minimum of 40-60% in the workplace, unless exceptional circumstances apply and/or you are a contractual home worker,

Things you need to know

Selection process details

This vacancy is using [Success Profiles \(opens in a new window\)](#), and will assess your Behaviours, Strengths and Experience.

Application

Please submit your CV demonstrating how you meet the criteria above with a 250-word statement which should detail your experience and suitability for the role.

Sift

Sift will be performed on CV and personal statement.

Interview

Candidate successful at sift stage will be invited to a video assessment/interview (1 hour 20 mins) that will consist of a blended interview of Behaviours and Strengths and experience questions

Sift - week commencing 20th November 2023

Interview - week commencing 4th December 2023

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 location preference on the application form.

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".