

Vacancy job title and number of roles:	Financial Compliance Officer
Grade:	Executive Officer
Salary:	£25,915 (London from £29,082)
Contract type?	Permanent
Interview stage-default	1 stage (combined presentation and behaviour interview)

About the job:-

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.

We are looking for two people to join our Compliance Finance Operations team, who will be responsible for conducting compliance checks on a range of Defra expenditure to ensure that it is consistent with departmental policy, to deter fraud, and to prevent error.

We are also looking for someone to join our Financial Control team, supporting the Purchase to Pay process owner to deliver business-critical transactional financial activity, such as reviewing accruals, chasing invoices on hold, and supporting users raise Purchase Orders.

Both of these roles will provide an opportunity to work with organisations across the Defra group and engage with many of the thousands of users of the expenses, travel contract, procurement, and other systems.

Job description

Key responsibilities will include but not be limited to: -

- Using our specialist audit tool to review transactions, identify those that need further information, contacting employees or their managers to complete checks.
- Ensure the consistent and fair application of the departmental policies within the team's remit.
- Respond to queries from Defra staff about the travel and subsistence policy and the government procurement card policy.
- Identify and report suspicious transactions
- Support staff to complete their expense claims or card reconciliations in an accurate and timely manner.
- Support the processing of new procurement card applications.
- Making changes to procurement card controls in line with the agreed policy.
- Supporting staff to raise requisitions to purchase goods or services.
- Providing advice to staff on our Purchase to Pay systems, processes and policies.
- Performing assurance checks on supplier maintenance forms.
- Support our housekeeping process on invoices, purchase orders, and suppliers.
- Monitoring team mailboxes and allocating queries appropriately.

Essential Experience and Skills:-

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

The successful candidates will receive training, support, and guidance to ensure they have the knowledge and skills required to fulfil their role. Some of the experience and skills that may be beneficial include:

- Use of Microsoft Office tools, such as Outlook, for using mail merges and managing group mailboxes, and Excel, for basic analysis of large datasets.
- Experience using an Oracle-based system for finance and people processes.
- Communicating with a wide range of stakeholders at all levels of an organisation in a sensitive and professional manner.
- Be able to work quickly to a high standard of detail, including referring to process maps and/or policy documents.
- Providing great customer service, including professional and timely communication, support and guidance, and problem-solving.

Technical Skills if applicable

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

Behaviours

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

- Managing a Quality Service (lead behaviour)
- Working Together
- Communicating and Influencing
- Delivering at Pace

Strengths

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

- Team Player
- Efficient
- Precise
- Explainer

Interview

Shortlisting - week commencing 20th November 2023

Interview - week commencing 4th December 2023

Candidates 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.

Reserve

A reserve list may be held for a period of 12 months from which further appointments can be made.