



Job Descriptions

The Department for Education is seeking x10 new recruits across four different areas of the finance team. Please see summaries below and contact Michael Quest or Tim Salmon at Allen Lane on 020 3 031 9634 to discuss further.

Key Competencies for these roles:

- Leading & Communicating
- Managing a Quality Service
- Delivering at Pace
- Collaborating & Partnering

Assistant Finance Business Partner (x4)

The role of finance business partners is becoming increasingly important in supporting the Policy Teams with decision making and delivering value for money across government. The Assistant Finance Business Partner will work as part of the Finance Business partner team in delivering excellence in analysis, decision making and financial control. A key aspect of the role is regular dealings with budget leads and Directors to assist with issues in their policy areas and finding solutions, assessing the financial impacts from policy decisions, and advising on budget management. In addition, the role holder is responsible for ensuring financial information is collated and reported accurately within finance systems and that risk and opportunities to the wider group position are clearly understood. Responsibilities will include:

- Supporting sound budget management
- Ensure budget holders are clear on their allocated budgets and their targets for managing them
- Proactive work with the business to ensure accurate budget forecasts are received and are correctly reflected on the systems
- Ensure a smooth monthly reporting process
- Challenging and scrutinising information to ensure credibility in the numbers
- Championing financial awareness and financial management across the business
- Informing policy development in the group

Financial Strategy Advisor (x3)

The DfE Financial Strategy Unit aims to secure the right funding to deliver the Department's priorities to ensure that the Department keeps within that budget and to get the best possible value for money for each pound that the Department spends. The team demands a mix of skills, in particular the ability to build and maintain excellent relationships; to exercise judgement and discretion based on limited information; and attention to detail in financial management.

The postholder will:

- Manage and co-ordinate fiscal events (Autumn Budget and Spring Statement), leading policy teams through the process of securing funding for the Government's strategic priorities for education; and leading negotiations with Treasury.
- Monitor in-year spending forecasts, providing advice to Ministers on measures to control, reduce or re-prioritise spending if necessary.
- Work to ensure that the Department's forecasts for the Spending Review period are accurate and the main drivers of the Department's spending are understood. This involves working closely with policy colleagues and finance business partners.



Financial Reporting Executive – Role 1

The Academies Financial Reporting division leads delivery of the Academy Sector Annual Report and Accounts (SARA) which involves the annual consolidation of over 3,000 academy trusts. This is one of the biggest consolidations in the world, involving management of a large supplier contract and close working with multiple stakeholders (including IT and academies) to continuously improve processes.

We are seeking a CCAB qualified, high performing SEO to take a role in the team leading the accounts production process. This will involve:

- day-to-day management of the overarching project plan – aiming to bring forward laying of the accounts a number of months;
- close oversight of the work of the Department's supplier; and
- providing technical accounting advice on issues across the project.

Essential skills / experience are to be CCAB qualified, have excellent technical accounting knowledge (particularly of FReM / IFRS) and strong Excel skills.

Desirable skills / experience are experience of managing an external audit and experience of producing statutory accounts / related returns.

Financial Reporting Executive – Role 2

The jobholder will be part of the team delivering the Better Financial Reporting project. This quick-moving project aims to improve how we collect and use financial information from organisations we work with, such as academy trusts. The role will require an individual able to work at pace and with a strong set of analytical skills. There will be close working relationships with internal and external stakeholders, with a particular focus on understanding how financial information flows can support the business to make better decisions.

Estates Accounting & Control Lead

This role will proactively manage the budget and associated transactions for the Estates and Security function. We are moving to a shared service model for both Estates and Security, from separate suppliers, so need an experienced finance manager to oversee the budgets and transactions. The duties for the role are:

- Effectively manage the Estates and Security budgets
- Provide control and management of building lease transactions
- Execute and oversee transactions for services and projects
- Manage delegated authority processes to enable transactions to be completed by MoJ and Home Office colleagues
- Assist with budget planning and profiling
- Provide accurate, relevant status reports to Head of function/Director