

Candidate Recruitment Pack

Director of Finance and Resources

May 2023

Welcome Message



Children's lives have been significantly impacted over the last few years by the pandemic, particularly those who have additional needs – be they educational, mental health or safeguarding. They have spent time away from school, their friends, and things they enjoyed doing.

But while there have been significant challenges, we also have a huge opportunity to put children at the heart of the recovery from the pandemic.

As Children's Commissioner, with a strong team dedicated to improving children's lives, I am working to make sure we capitalise on that opportunity. To create meaningful change in the lives of children. To improve circumstances for them and their families. And to find evidence-based solutions to challenges to shape policy for the better.

My role is to amplify children's voices and advocate for their rights and needs so that they have an independent representative at the centre of Government. Paying particular focus to vulnerable children, children in care, those leaving care and those who need extra support.

Working across policymakers, parliamentarians, charities and everyone involved with children, I am a trusted independent advisor, ensuring the views and realities of children are considered.

Because we all have a responsibility. As adults. As members of society. But more than that, as people with the ability to achieve meaningful change.

We can leave a legacy of improvement. We can shape society so that children are heard and see improvements to their lives. So that all children, know that someone is representing their needs.

Children want to be involved in the decisions affecting them and their futures. We can make that happen.

This is the moment to deliver for the next generation and to put their needs at the heart of everything we do.



If you want to make a tangible difference to the lives of children across England, to use your skills to be a catalyst for creating meaningful change and you are ready to join a committed team dedicated to giving children and young people a voice on the issues affecting them – this role could be for you.

The Children's Commissioner's office is a great place to work. We hope to welcome you soon.

Dame Rachel de Souza

Children's Commissioner for England



Campaign Dates

Closing: 11.55pm on 29 May 2023

Interviews: w/c 12 June 2023

(Dates are indicative and they may be subject to change)

Salary

£80,000-£90,000

Band / Grade

Director/Civil Service Equivalent: SCS1

Location/Contracts

Location: London (**office** working 3-4 days per week is essential)

Number of Posts: 1

Contract Type: Permanent / Loans or secondments are welcome

Working Hours: 37 hours per week

Benefits

- Civil Service pension membership
- Generous holiday entitlement
- Cycle to work
- Season ticket loan
- Employee wellbeing initiatives
- Enhanced maternity/paternity pay



The Role


Purpose

The Children's Commissioner for England sits at the heart of Government, delivering for children, and championing their voices and needs. This includes a particular responsibility towards children who rely on the state for their safety or protection.

The Children's Commissioner is a unique statutory role with powers to help bring about long-term change and improvements for children. Her messages to policy and decision makers, leaders of industry, charities and sometimes parents provide insight, evidence, and challenge to us all to provide the best support possible for children as they grow up. The Children's Commissioner's office (CCo) is a small but high performing and productive organisation.

The combined role of Director of Finance and Resources is a critical role in the Senior Leadership Team (SLT), sitting at the heart of the Office. It blends financial assurance capability and strategic thinking with operational delivery and staff management responsibilities. Reporting directly to the Children's Commissioner, you will contribute to ensuring that the organisation achieves its strategic aims.

You will be responsible for leading a portfolio of corporate functions. Accommodating the different organisational requirements, you will have several common responsibilities including finance, procurement, payroll, audit, facilities, human resources, and business continuity planning.



As a qualified accountant with significant experience of working at a senior level in the public sector, you will be responsible for refining and developing the corporate functions within your portfolio to ensure their successful delivery, and for providing specific financial assurance to the Children's Commissioner's office and Department for Education.

With demonstrable senior leadership experience, you will have excellent interpersonal and influencing skills at a senior level, with both internal and external stakeholders.

Specific Duties

- Lead the corporate services functions to ensure the effective operation of financial, HR and commercial controls, policies and procedures and provision of data and relevant assurances to key stakeholders.
- Build a high performing and highly capable corporate services team to provide expert advice and support to the Children's Commissioner and Senior Leadership Team (SLT colleagues) in the delivery of CCo objectives and services.
- Deliver end year accounts which comply with all relevant government accounting guidance (HM Treasury's Financial Reporting Manual (FReM), Consolidated Budgeting Guidance, and Managing Public Money), and ensure adequate audit trails are maintained and provided to the auditors to give assurance over the validity of the financial statements.



- Act as main point of contact between CCo and the Sponsor Team in the DfE and other DfE contacts such as Finance and HR Business Partners. Liaise with Sponsor Team to ensure CCo funding pressures are acknowledged and incorporated into Grant in Aid (GiA) allocations.
- Support SLT, SMT, and Project Leads on monitoring budgets and cost areas.
- Take responsibility for corporate governance, including audit and risk, compliance with Government regulations and risk management, ensuring that financial issues and risks are raised and recorded at an early stage. Work with those responsible to identify and implement appropriate mitigating actions and solutions to ensure CCo remains within budget.
- Handle organisational, financial, or employment related legal disputes and maintain a relationship and framework with Government Legal Department (GLD) for advice and support.
- Responsible for the relationship with the National Audit Office (NAO), outsourced external auditors (currently Ernst and Young) and internal audit. Oversee the production of the Annual Report and Accounts (ARA), ensuring all statutory and administrative deadlines are met.
- Oversee management of the CCo payroll, including pensions, workforce reporting and forecasting to DfE and Cabinet Office and ensure the payroll system is regularly reconciled to the accounting system. After the Civil Service pay guidance is published in the spring, produce a suggested pay remit for approval by the Remuneration Committee and Secretary of State, ensuring compliance with the overarching terms can be demonstrated through the Oscar return.
- Draft papers and reports, as necessary, including the provision of financial and associated data outside the organisation such as Freedom of Information requests.



Safeguarding

All staff have a responsibility to safeguard and promote the welfare of children and young people.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work in line with the Children's Commissioner's safeguarding children and young people policy and associated guidance.

Key Stakeholder Relationships

Internal

Children's Commissioner

Senior Leadership and Senior Management teams

Private Office and Corporate Services

External

Decision makers and stakeholders across Parliament and government

DfE sponsor team and senior civil servants



Essential & Desirable Criteria

Please ensure you demonstrate clearly within your supporting statement, how you meet each of the essential criteria below (not more than 1000 words).

Essential	<p>Knowledge</p> <ul style="list-style-type: none">• Qualified accountant [ACA, ACCA, CIMA, CIPFA]• Highly numerate and literate. <p>Experience, skills & abilities</p> <ul style="list-style-type: none">• Relevant leadership and management experience at senior/director level.• Proven experience of leading, motivating and managing teams and implementing change across a range of functions, to achieve outstanding results for the organisation.• Proven success in creating and maintaining effective policies, processes, and procedures in support of the delivery of organisational objectives.• Excellent stakeholder management skills and experience, including ability to negotiate and influence decisions, resources, and processes.• Excellent leadership and strong interpersonal and communication skills – both written and oral. <p>Personal Qualities</p> <ul style="list-style-type: none">• Passionate about achieving the best for children – especially the most vulnerable.• Understanding of and willingness to abide by the 7 Standards of Public Office.
Desirable	<ul style="list-style-type: none">• Experience of Managing Public Money and government accounting and budgeting rules.• Experience of leading corporate governance within a government or public sector environment in a comparable organisation.



Selection Process

Application

To apply for this role, you are required to submit an anonymised CV and Suitability Statement. Your suitability statement should address the essential and desirable criteria included in the role profile.

Completed applications should be submitted by 11:55pm on the closing date. Applications received after that time will not normally be considered.

Your application should consist of:

- CV - Anonymised

- Suitability Statement (not more than 1,000 words) – Anonymised

Please also complete and submit the Candidate Information and Equality and Diversity Monitoring Forms

Your completed application will be acknowledged by e-mail.

Applications will be assessed against the essential and desirable criteria listed above.



Interview

As part of the interview process, short-listed candidates will need to complete a psychometric test.

Short-listed candidates will be invited to complete a test to assess technical ability and to attend a two-stage interview in order to have a more in-depth discussion of previous experience and professional competence. The interview process will include both technical and behaviour style questions.

Useful Links

Details about The Office of the Children's Commissioner and the work we do can be found at <https://www.childrenscommissioner.gov.uk/>

If you have any further questions or require clarification on any points please contact eve.borsey@childrenscommissioner.gov.uk

Other Information

Terms & Conditions

Annual Leave

Starting from 25 days, increasing by 1 day for each year of service up to a maximum of 30 days

Public Holidays

8 Public Holidays (England) plus 1 Privilege Day

Performance Management

Your performance, conduct and attendance will be monitored and reviewed

Pension

The Children's Commissioner offers excellent pension arrangements through access to the Civil Service pension schemes. For further information, please visit [Civil Service Pensions](#)

Age of Retirement

The Children's Commission has adopted a no retirement age policy



**Sanctuary Buildings, 20 Great Smith Street
London, SW1P 3BT**

020 7783 8330

occ.recruitment@childrenscommissioner.gov.uk

www.childrenscommissioner.gov.uk

 @childrenscommissioner

 @ChildrensComm

 @childrenscommissionersoffice