



Wilton Park

# Candidate pack

**Finance Officer**

February 2023



## Welcome to Wilton Park

*A globally focussed UK agency forging new networks of influence to tackle common challenges*

### About...

#### ...Wilton Park

Wilton Park is at the forefront of global policy development. We bring together people from around the world to discuss and develop solutions for critical global issues.

We work with governments, international organisations, civil society groups and individuals to find practical solutions to problems such as climate change, conflict, trade and security.

Our work has helped shape domestic and international policies on everything from nuclear security to sustainable development goals.

#### ...our network

Wilton Park has been building and curating trusted global networks for over 75 years. Our networks endure long after events end – through conversation, collaboration and impact that continue to shape how we live together in this increasingly interconnected world.

We are the world's leading forum for open and secure dialogue on international affairs, with an unrivalled track record in convening heads of state, government ministers, business leaders and civil society.

As a part of the UK's Foreign, Commonwealth and Development Office (FCDO), we support British foreign policy priorities and are core to the UK's public diplomacy work. We are rightly proud of the networks we build and nurture which create a lasting sense of connection to both Wilton Park and the UK.

#### ...our priorities

Wilton Park makes a major contribution to advance dialogue and world-wide progress across four key areas - **International Development, Diplomacy, Security and Trade.**

Beyond these four areas of focus are several emerging priorities. These include:

- Developing fresh networks between the UK and EU
- Climate change – COP 26 and beyond
- Catalysing new leadership in international development

#### ...our staff

It's only through our people that we can deliver world changing dialogues and excellent customer service.

We look for exceptional leaders, innovators and highly talented colleagues who champion our culture, live our values and facilitate high performance.

We have a staff team of around 100 who work across operations, hospitality, events, policy, communications and many other specialisms.

Wilton Park is a unique place to work where everyone is encouraged to achieve their potential and bring their whole self to work. We value equality and diversity and encourage and particularly welcome applications from diverse backgrounds.

We want our people to feel proud of their work and valued for their contribution to our success.

## Purpose of the post (Recommended 200 words)

To support the Finance Team and the organisation by ensuring that the Purchase Ledger is kept up to date and that payments are made in a timely manner.

## Key responsibilities

### Purchase ledger

- Ensure purchase orders have been raised and duly authorised for each invoice
- Ensure invoices correctly authorised for payment
- Ensure all relevant documentation correctly completed and collated
- Process invoices into Sage
- Undertake the payment runs
- Process and pay staff expenses
- Update sustainability travel related data
- Other ad-hoc payment processing as required
- Process international currency payments
- Liaise with budget holders as necessary
- Support users on the purchase order system

### Other duties

- Administer online portals for suppliers
- Update fixed asset register with asset additions in the year
- Comply with local health and safety requirements
- Carry out other duties as may reasonably be required from time to time

## Civil Service Behaviours or Competencies

Please list the three [Civil Service behaviours](#) (from the Success Profiles Framework) or [Civil Service Competencies](#) (from the Civil Service Competency Framework) that you wish to assess. The Success Profile Framework is used for external recruitment and the Civil Service Competency Framework is used for internal recruitment.

### Application form

Changing and Improving  
Working Together

### Interview

Managing a Quality Service  
Delivering at Pace

## Person specification

### Essential skills

- Microsoft Office 365, in particular Excel/Outlook/Teams/Word
- Organisational skills
- Teamwork
- Flexibility and adaptability

### Desirable skills

- Previous accounts payable experience
- Experience of accounting software packages, preferably Sage 200

# Selection process

The assessment criteria for this position can be found within the attached Job Profile contained in this pack. Candidates will be assessed against three key Behaviours or Competencies and a set of Essential Criteria.

## Application

To apply for this post, please submit the following:

1. A completed application form
2. A CV setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last three years
3. We should be grateful if you could complete the Diversity monitoring questionnaire and return it with the application form. However, you are under no obligation to provide these details. This personal information will be held by our HR Department in line with the Data Protection Act and used for statistical purposes and to make sure our policies as an employer are fair for all. Access to the data is tightly controlled and is available to only a limited number of relevant HR staff and not others in Wilton Park eg Line Managers, Heads of Department and those chairing interview panels. The only exception to this is where a candidate has indicated a disability and will therefore be guaranteed to be short listed providing the essential criteria for the post are met

## Assessment

A panel will conduct an initial sift of applications. If a large number of applications are received the panel may decide to do an initial sift based on the first competency or behaviour. Those that pass the initial sift will then be considered against the remaining criteria.

Interviews will be assessed against the criteria outlined in the Job Profile.

Feedback will only be provided if you attend an interview or assessment.

<b>Closing date for completed applications</b>	1700, Wednesday 1 March 2023
<b>Email to send application form and diversity monitoring questionnaire</b>	<a href="mailto:recruitment4@wiltonpark.org.uk">recruitment4@wiltonpark.org.uk</a>
<b>Panel interview dates</b>	w/c 6 March 2023

If you are successful at the application stage, you will be invited to attend a panel interview at Wilton Park in Sussex or a virtual meeting on MS Teams. If you are interviewed for the post, you will be asked to provide proof of identity.

There may be other opportunities in the future. Candidates who meet the required level at interview, may be kept on a reserve list for 12 months. Should this, or another substantially similar role arise within this period, we may fill it with a reserve candidate from this campaign.

Please note that Wilton Park will not reimburse any travel costs or expenses incurred as part of the selection process.

Current Wilton Park staff members are advised that this is an external campaign and, as such, will be required to go through the same process as all other candidates.

If you have any questions or wish to discuss the role or the process further please email [humanresources@wiltonpark.org.uk](mailto:humanresources@wiltonpark.org.uk) quoting the vacancy name in the subject line of all correspondence.

# Terms and conditions

## Salary

The salary for this post is £25,029. This post is a Grade B3/EO under the Civil Service Pay Grade.

## Existing Civil Service

For existing Civil Servants, the usual Wilton Park rules on starting pay on level transfer or progression/promotion will apply. On level transfer your current salary, excluding any allowances, will be transferred to Wilton Park payroll, subject to the Wilton Park grade maximum. Progression applies if you are being promoted from AA to AO, HEO to SEO or Grade 7 to Grade 6. This attracts a 7.5% increase in current salary or the higher grade minimum, whichever is the greater. Promotion applies if you are being promoted from AA/AO to EO, from EO to HEO/SEO or from HEO/SEO to Grade 7/6. This attracts a 10% increase in current salary or the higher grade minimum, whichever is the greater.

## Terms of appointment

The probation period for this role will be 6 months. Provided the period of probation is completed successfully, the appointment will be confirmed. However, if the standard required for confirmation of appointment is not met, the appointment may be terminated.

Former members of the Home Service/Diplomatic Service who are re-employed as substantive civil servants after a period of five years or more will be required to serve another period of probation. You will also be required to serve a period of probation if you are re-employed at a band higher than that at which you left Wilton Park.

## Hours

The vacancy is full time working for 37 hours (net) per week Monday-Friday. Gross conditioned hours (GCH) are 42 including an unpaid lunch break of one hour.

You may be required to work such additional hours as are necessary for the proper performance of your duties without extra remuneration.

## Location

Flexible with requirement to travel to Steyning, West Sussex as and when needed.

## Leave

The paid leave allowance for this post will be pro-rated against an annual allowance of 25 days (5 weeks) rising to a maximum of 30 days leave after 5 years of service. You will also receive 9 days public and privilege holidays per year (pro-rated). The leave year runs from 1 January to 31 December.

## Nationality and Residency

You will be eligible for appointment only if:

1. you are a British citizen
- or
2. have settled status and the right to work in the UK. Proof of this will be requested and can be a UK Passport, Residence Permit or settled status documentation

You should be aware that a lack of sufficient background information may preclude you from being granted security clearance.

## Security

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is SC.

See our [vetting charter](#).

People working with government assets must complete [basic personnel security standard checks](#).

All applicants should be aware that a lack of sufficient background information might preclude an applicant from being granted security clearance.

**To be eligible for security clearance, staff are required to have a UK footprint of 5 out of 10 years (including time as a Crown Servant overseas) for DV clearance and a UK footprint of 2 in the last 5 years (including as a Crown Servant overseas) for SC clearance. This is a mandatory requirement of National Security Vetting (NSV).**

Any offer of employment will also be subject to clearance by our Occupational Health Service.

## Working for the Civil Service

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria for the role as outlined in the Person Specification in this pack. By 'minimum criteria' we mean you must provide us with evidence in your application which demonstrates that you generally meet the level of competency required for each competence, as well as meeting any of the qualifications, skills, or experience defined as essential.

If you wish to claim a guaranteed interview under the Disability Confident commitment, you should attach a statement to this effect to your application. It is not necessary to state the nature of your disability.

The Civil Service also offers a Redeployment Interview Scheme to civil servants who are at risk of redundancy, and who meet the minimum requirements for the advertised vacancy.

## Cabinet Office Internal Fraud Database (IFD) Check

From 29 January 2018, Wilton Park started providing the Cabinet Office with information about employees who have been dismissed for fraud or dishonesty offences. This information is the individual's name, date of birth, national insurance number and a general description of the relevant misconduct. This also applies to employees who resign or otherwise leave but who, because of an adverse decision by the investigation panel, or decision maker, would have been dismissed for fraud or dishonesty had they continued in employment.

The Cabinet Office input this information onto a database – the Internal Fraud Database (IFD) – and retain it for a period of five years from the date of dismissal (or the date employment ended). It shares with Wilton Park the name, date of birth and national insurance numbers of the staff included on the IFD. Where an applicant to a department is successful in interview, Wilton Park will, as part of its pre-employment screening, check applicant details against the information received from the Cabinet Office. Any applicant who is included in the IFD will be refused employment.

## Conflict of Interest

If you or your spouse/partner has any business interest or conflict of interest with the activities of Wilton Park, you will be expected to declare this at a later stage. You will also be asked to inform us of any indirect conflict in interest you may have through any other family member or partnerships.

## Confidentiality

You will be subject to the provisions of the Official Secrets Act.

## Wilton Park and General Data Protection Regulation (GDPR)

Personal data collected as part of this job application will be processed in accordance with Wilton Park's [Recruitment Privacy Policy](#). The Privacy Policy explains what personal data Wilton Park holds about you, how we collect it, and how we will use and may share information about you.

## Benefits

### Flexible working

Wilton Park encourages all forms of flexible working. Some roles are open to applications for flexible working. Staff can apply for flexible working arrangements, where the role dictates, details of the flexible working policy are available on request.

Hiring managers should be available to discuss proposed working patterns with potential candidates.

### Pay in the delegated grades (staff below the SCS)

Wilton Park has one unified pay scale for its entire staff.

### Civil Service Pension

A career in the Civil Service offers you a range of opportunities and benefits, one of these can be access to the Civil Service Pension scheme. If the role you are considering does offer this option, then you may have access to:

- Guaranteed inflation proof income on retirement.
- Life assurance cover.
- Pension for dependants.
- Potential access to Ill health retirement benefits (with two years service) should you become too ill to work.
- Options on leaving a lump sum payment, should something happen to you, through the Death Benefit Nomination

[Find out more](#)

### Learning and Development

Wilton Park is an organisation that recognises that workplace learning is vital to success and needs to be accessible to all. We strive to create the right environment to empower staff to take responsibility for their own learning and developing both personally and professionally. You will have access to formal and informal learning opportunities to help you develop the right skills, competences and knowledge at the right time.

The Diplomatic Academy provides a first class learning facility, ensuring that all staff have the knowledge and expertise needed to represent the UK and pursue the national interest.

### Free annual eye test

These are available up to £25. There may also be a contribution of up to £100 for frames/prescriptions.

### Flexible benefits

Staff discounts and savings (including cash back options) are available at a number of retailers.

## **Give as You Earn**

You can make a donation to charities that are tax/NI free through Payroll. This is particularly attractive to higher tax earners as this cannot be done through direct donations.

## **Employee Assistance Programme**

This provides a 24/7 confidential counselling service on such matters as financial problems, childcare, social security benefits, elder residential care etc.

## **Pre-retirement help**

Officers considering retirement have access to a one-day workshop and online support offered through Civil Service Learning (CSL) to help consider the financial and life changing aspects of this important event. If pre-retirement is connected with an early exit scheme, access is also given to commercially provided outplacement support.

## **Car parking**

There is free car parking at Wiston House, the home of Wilton Park.

