



Wilton Park

Candidate pack

Accounts Payables Officer

July 2021



Welcome to Wilton Park: The forum for global change

Wilton Park plays a key role within the international community by analysing and advancing the agenda on global policy challenges. Our strategic discussions create and strengthen the links between ideas, policy development and delivery of practical results. We bring together leading representatives from the worlds of politics, diplomacy, academia, business, civil society, the military and the media to resolve issues of international security, prosperity and justice. Wilton Park creates a neutral environment where differing views can be expressed and debated openly, encouraging understanding and greater cooperation.

Our priorities include:

- Global economy
- Conflict prevention, resolution and state building
- Sustainable development and the environment
- Human rights, good governance and faith
- Defence and security
- Multilateral institutions, key countries and regions

Promoting innovation in global thinking

Wilton Park events provoke lively debate and encourage inclusivity among the policy makers and opinion formers who participate. Numbers are limited to give everyone the chance to share their views, and discussions are non-attributable to encourage frank exchange.

Our 2-3 day meetings allow plenty of time and space to share ideas; creating the ideal atmosphere for open dialogue, thoughtful problem solving and innovative strategy development. As well as roundtable discussions and small working groups, participants particularly benefit from the ample opportunities for informal networking.

Wilton Park's highly experienced programme teams regularly recreate the unique style of our events at venues around the world. We also hold shorter events at central London locations, such as our 90 Minute Dialogues and Annual Address.

Developing a worldwide expert network

Wilton Park's international reputation, expertise and strong relationships with governments enable us to convene authoritative, topical and productive events. A key strength is the ability to draw on our overseas networks to ensure a broad spectrum of participants reflecting a diverse range of disciplines and opinions.

Participants regularly meet new expert contacts and rediscover past professional acquaintances at our events. We encourage these evolving networks and facilitate the ongoing high level collaboration which shapes the agenda and advances international policy long after our meetings finish. We document and evaluate our conferences, producing final reports which participants use in future policy formulation.

Our strategic, intellectual and financial partnerships with like-minded organisations give us access to fresh expertise and allow us to develop our networks further.

Building on our heritage

Wilton Park's first discussions took place in 1946 when leading British figures and prominent Germans focused on how to restore democracy in post-war Germany. Our reputation as a world-leading discussion centre has grown over six decades, as we have pursued our original objective to address and resolve global challenges.

In 2016, we celebrated our 70th anniversary and our 65th year at Wiston House, a secluded Elizabethan manor house in the South Downs National Park in the south of England, where we hold the majority of our residential meetings. Wilton Park has been a not-for-profit Executive Agency of the Foreign and Commonwealth Office since 1991.

For details on programmes, conference reports and how to participate in a Wilton Park event, please visit our website wiltonpark.org.uk

Job profile

About Wilton Park

Wilton Park is a non-profit making Executive Agency of the Foreign, Commonwealth and Development Office (FCDO). As a part of the FCDO, we support British foreign policy priorities and are core to the UK's public diplomacy work. The networks we build and nurture create a lasting sense of connection to both Wilton Park and the UK.

Wilton Park brings fresh thinking to the development of international policy, advancing practical solutions to critical global issues.

We have been building and curating trusted global networks, connecting the public, private and third sector in dialogue, for over 70 years. We mix experience, with new voices – today's policy leaders, decision makers and influencers connect with those of tomorrow. Together we develop new perspectives and deliver innovation in international policy. Our networks endure, with the conversation, collaboration and impact continuing long after the event ends.

We run around 70 events a year, facilitating dialogue wherever it is needed. Online, hybrid, face-to-face events run in the UK, internationally or from our secluded 16th century home in the English countryside. From short dialogues to residential and series dialogues, we work in partnership to help define objectives and design outcome driven solutions.

Purpose of the post (Recommended 200 words)

To support the Accounts 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

Maintain purchase ledger suppliers

- 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

Post invoices onto Sage 200

- Prepare and post the bi-weekly purchase ledger run, ensuring correctly authorised
- Responsible for paying staff expenses ensuring accuracy and compliance with policies. Escalate non-compliance to Director of Finance and Corporate Services
- Save all relevant documentation to SharePoint
- Process non-purchase ledger payments processed on the electronic banking system
- Process international currency payments made through Barclays.Net online banking system and post onto Sage 200.

Maintain petty cash and foreign currency including

- Cash receipts regarding staff accounts and other small amounts.
- Responsible for reconciling petty cash spread sheet to Sage 200 on a monthly basis, posting all transactions to Sage 200
- Responsible for banking excess cash to maintain appropriate petty cash levels in line with insurance policy
- Prepare and pay cash reimbursements for conference participants in sterling & foreign currencies

- Issue currency requests to staff for overseas events, post transactions and exchange rate differences to Sage 200. Monitor returned currency and ensure appropriate currency levels are maintained in line with cash policies. Maintain foreign currency spreadsheet

Support kitchen team with data inputting into Optimum Control System

- Input food invoices into Optimum Control System on a weekly basis
- Check prices and identify incorrect charges, working with suppliers to ensure credit notes supplied

Quarterly environmental reports for submission to the FCO

Other duties

- Administrator for First Data for monthly invoices
- 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.

Changing and Improving

Managing a Quality Service

Working Together

Delivering at Pace

Person specification

Essential skills

- Microsoft Office 365, in particular Excel/Outlook/Teams/Word
- Experience of accounting software packages, preferably Sage 200
- Qualified by experience or part qualified AAT.
- Understanding of Accounts Payables Ledgers

Desirable skills

- Teamwork
- Flexibility and Adaptability

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.

| | |
|--|--|
| Closing date for completed applications | 1700, Monday 2 August 2021 |
| Email to send application form and diversity monitoring questionnaire | recruitment2@wiltonpark.org.uk |
| Panel interview dates | w/c 9 August 2021 |

If you are successful at the application stage, you will be invited to attend a panel interview at Wilton Park in Sussex. 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, you 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 quoting the vacancy name in the subject line of all correspondence.

Terms and conditions

Salary

The salary for this post is £24,300 - £28,684. This post is a Grade B3 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

This is a fixed term appointment for 6 months.

The role may be extended but this would be dependent on business need.

The probation period for this role will be 2 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

To be negotiated with the successful candidate.

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

Location

Steyping, West Sussex

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/EU citizen
and
2. have 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 clearance and other checks

Successful candidates must meet the [security requirements](#) before they can be appointed. The level of security needed is SC. All applicants should be aware that a lack of sufficient background information might preclude an applicant from being granted security clearance.

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

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.

Disability confident scheme for disabled persons

Wilton Park is an accredited 'Disability Confident Employer' under the government's Disability Confident Scheme, which denotes organisations which have a positive commitment towards disabled people. We guarantee to interview anyone with a disability whose application meets the minimum 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.

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 [Data Protection Policy and Privacy Notice](#). The Privacy Notice explains what personal data Wilton Park holds about you, how we collect it, and how we will use and may share information about you.

Civil Service Commission Recruitment Principles

Wilton Park's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the [Civil Service Commission Recruitment Principles](#).

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should, in the first instance, contact HR Recruitment, Wilton Park, Wiston House,

Steyping, West Sussex BN44 3RR. If you are not satisfied with the response you receive from Wilton Park you can contact the Office of the Civil Service Commissioners.

The Civil Service Code

Information about Civil Service values can be found in the [Civil Service Code](#).

Benefits

Pay in the delegated grades (staff below the SCS)

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

Civil Service Pension

As soon as you start your new job, you are eligible to join the Civil Service Pension arrangements. We offer you a choice of two types of pension:

alpha

This is a defined benefit occupational pension scheme. Details of the contributions you will pay are shown below. As your employer, we also make a substantial contribution.

Employee pension contribution rates in 2020/21 and 2021/22

The figures in brackets show the 2020/21 salary thresholds.

| Annualised rate of pensionable earnings | | Employee contribution rate |
|---|-------------------|----------------------------|
| From | To | |
| £0 | £23,100 (£22,600) | 4.60% |
| £23,101 (£22,601) | £56,000 (£54,900) | 5.45% |
| £56,001 (£54,901) | £150,000 | 7.35% |
| £150,001 | - | 8.05% |

partnership pension account

This is a defined contribution pension with a contribution from us. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related employer contribution mentioned above.

You do not have to join the Civil Service Pension arrangements. If you opt out, you will still build up benefits in the State Pension. But if you are considering opting out, we strongly recommend that you read the starter pack before you make any decision.

Please note: The Pensions Act 2011 requires all employers to automatically re-enrol all workers who are not currently in a qualifying pension scheme periodically (usually every three years), from the employer's staging date. The factsheet can be found on the [Civil Service Pensions](#) website under member publications.

Further details of pension options will be provided on appointment. Appointees who are already members of the Civil Service Pension Scheme may have the option to remain within their existing scheme. For further information please see [Civil Service Pensions](#).

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.

