



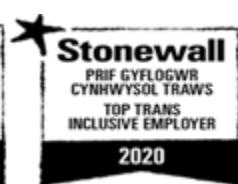
Llywodraeth Cymru
Welsh Government

VARIOUS FINANCE DEPUTY DIRECTOR POSTS

Finance Profession

Various Groups

Welsh Government



Hyrwyddwr Busnes
Cyfrifol Cymru
2020



Responsible Business
Champion Cymru
2020



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1. Welcome Message

Thank you for showing an interest in the role of a deputy director finance. There are a number of posts on offer within very different areas of the business. However, hopefully this pack will give you a flavour of the type of work you are likely to be undertaking and encourage you to go on to completing an application.

Working within the finance profession within the Welsh Government is very different to finance roles in other civil service departments or wider public sector bodies in that we support a devolved Government that works across a wide range of the public sector including health, education, local government, the economy, transport and climate change. The finance profession is involved in developing and implementing policies, delivery and governance and even supporting the creation of new Welsh laws. Finance staff also oversee the funding of numerous sponsored bodies.

As a deputy director in the finance function you will be joining a small group of SCS finance staff that work across the organisation, advising and influencing senior officials in a wide range of policy and delivery areas. The group is also responsible for collectively developing the capability of all members of the profession.

The roles are undoubtedly challenging given the breadth of policy and delivery responsibilities exercised by the Welsh Government. However, they are also extremely rewarding as you get to see first-hand how your contribution improves the lives of the people of Wales. The breadth of responsibilities also provides for unparalleled opportunities to develop new skills – including directly advising Ministers, become involved in very different areas Government and work with a wide range of other professional colleagues.

If you are considering applying and would like any further information then please contact SCSRecruitment@gov.wales.

2. Welsh Government Background

The Welsh Government has an annual budget of around £18 billion and is responsible for a range of areas including health, education and skills, the economy and transport, and agriculture and the environment.

The First Minister of Wales and his Cabinet form the Welsh Government and make decisions in devolved areas of responsibility. Welsh Ministers are accountable to the Senedd Cymru/Welsh Parliament, Wales' legislative body comprising 60 elected Members. Welsh Ministers are supported by around 5,000 civil servants, approximately half of whom are located in Cardiff, with the remainder based in Welsh Government offices across Wales. The Welsh Government also has small offices in London, Brussels and an overseas network for trade and investment work. The Permanent Secretary leads the Welsh Government Civil Service and is accountable to the First Minister and Welsh Ministers.

Equality, diversity and inclusion are core values of the Welsh Government. We aim to be an exemplar employer and our work is underpinned by: a Board Equality and Diversity Champion, vibrant diversity networks supported by senior champions, setting diversity targets to improve the numbers of under-represented groups (for example, Black, Asian and Minority Ethnic people and disabled staff at all levels and women at senior levels). We are committed to organisational use of the social model of disability and to making both recruitment adjustments and workplace adjustments to ensure equality for disabled staff. Our Workforce Equality, Diversity and Inclusion Strategy 2021 – 2026 sets out our intent to be an organisation that fully reflects the diversity of Wales at every level, is anti-racist and anti-discrimination of all types. Our anti-racist Wales Action Plan outlines our commitment to building an anti-racist Wales, which we can all be proud to belong to, and thrive in.

The UK's exit from the EU and the subsequent international negotiations – both on the future UK/EU relationship and on UK trade deals with other countries – have significant implications for Wales and for the work of the Welsh Government. Our constitutional relationship with the UK Government and the other Devolved Governments continues to develop.

In addition, along with other public bodies in Wales, the Welsh Government is subject to the Wellbeing of Future Generations Act and to the Welsh Language Standards, both of which require the Civil Service to work in new and different ways to improve policy development and the services delivered to the people of Wales. The Welsh Government is a bilingual organisation; legislation is produced in both Welsh and English, and both languages have equal legal status.

Applicants must show an appreciation of bilingualism and share our collective commitment to promoting the Welsh language in order to achieve a million Welsh speakers by 2050. We encourage and support staff to learn, develop and use their Welsh language skills in the workplace

3. The role of the Finance Deputy Directors

With the challenges to public finances caused by the pandemic, the role of the finance team is now more important than ever with the current constraints on resources and in the certain knowledge that the financial pressures will become tighter. The work and structure of the directorates is focused on ensuring that the resources allocated are used efficiently and effectively and governed to the highest standards.

Purpose of the Posts

The Deputy Director of Finance is responsible for:

- The day to day leadership and management of a team of senior finance professionals and for the quality assurance of their work and outputs;
- Working with the Director Finance and Operations or the Finance Director to develop the quality and capability of financial management and financial governance expertise and standards to operate at the very highest standards; and
- Deputising for the Director Finance and Operations or Finance Director, as required

The Deputy Director will have overall responsibility for the quality assurance and timeliness of services provided to key internal customers, including; Ministers and Deputy Ministers, the Director General and Departmental Executive Directors. The Deputy Director will be a key member of the Heads of Finance Group and will be expected to work collaboratively through and with that Group to promote good financial management and professionalism across the Welsh Government.

4. Key Responsibilities

There are a number of posts available within the finance profession. The key responsibilities typically associated with these posts are as follows:

Key responsibilities

- Provide strategic financial advice to Ministers on a range of financial topics, including the management of in year budgets final, draft and supplementary budgets.
- Provide professional financial advice to the Director Finance and Operations or Finance Director, Directors, the Director General, and Ministers.
- Accountability for the quality, efficient and effective operation of the Group Finance, Governance and Business Planning Division and for deploying staff resources and expertise appropriately on a day to day basis to achieve this.
- Provide strategic leadership to the Group Finance teams to deliver continuously improved ways of working and in managing information across the Group and Welsh Government.
- Provide professional leadership for the wider finance community within the group, managing and motivating the community in their professional development;
- Provide strategic leadership to the Group Finance teams to deliver continuously improved ways of working.
- Liaising and maintaining good working relationships with professional finance colleagues across Welsh Government and the wider public and private sectors including deputising for Director of Finance and Operations or Finance Director on the Finance and Corporate Services Committee and other Groups as necessary.
- Annual strategic and operational planning for the Finance Division balancing the use of time and staff resources across the competing priorities set out in the directorate's business plan covering financial planning; budgetary management; financial accounts; financial reporting; financial governance and control; and business planning.
- Oversight of Head of Branch assessments of the financial implications and value for money of programme budget spending proposals and business cases; including clearance of consistent ministerial advice.
- Provide professional advice regarding Welsh Government interventions into public and private sector organisations, particularly in respect of financial management or governance concerns, and to commission external support where appropriate.
- Ensure a sound system of internal Control and Assurance. The post holder may be responsible for overall leadership of the Governance and Compliance portfolio which includes Corporate Governance, Governance and compliance and the Intermediate Body Operations.

5. Person Specification

The successful candidate will have a range of skills and experience, including:

- A qualified (CCAB or equivalent) accountant with extensive (10 years plus) experience of financial leadership.
- The post holder needs the ability to oversee the establishment of systems which deliver good governance in a public body, including risk management, funding and delivery mechanisms, audit and Accounting Officer responsibilities.
- The ability to provide commercial advice and knowledge of good practice in business planning.
- Ability to oversee in-year financial control, year-end financial procedures and budget setting processes.
- Ability to advise and work with senior officials and Ministers.
- Ability to oversee and develop where needed sound systems of governance and control supporting the role of the Additional Accounting Officer (eg audit trails, PPM, Procurement/ grant/ commercial).
- Ability to establish and co-ordinate business planning processes.
- Excellent people and influencing skills are required to including the ability to present complex information and processes in an understandable way and to engage staff at all levels to understand and embrace these (hearts and minds).

Welsh Language

Welsh language skills are desirable for this post, or there should be a willingness to learn on appointment. Training, including individual support and coaching will be available.

6. Development opportunities for the Posts:

- Ministerial and senior level visibility and connections across WG portfolios.
- Opportunity to lead complex and very high profile engagement arrangements that will result in delivering some of this governments top priorities.
- The postholders will be expected to meet the CPD requirements of their professional body, and will be encouraged to participate in Welsh Government finance staff development programmes.

7. How to Apply

We welcome applications in Welsh and English. Applications in either language will be treated equally.

Applications should be submitted via the Welsh Government on-line system no later than **23:55 on 29 August 2022**

To apply, you will be asked to register for an account on the on line system using an email address. It is recommended that you select an email address to which only you have access, as this will be our main method of communication with you regarding the selection process.

If you have an impairment that would prevent you from applying on line, please email SCSRecruitment@gov.wales to request an alternative format, or to request a reasonable adjustment in order to submit your application.

As part of the recruitment process, you will be asked to provide the following:

- **A completed application form;**
- **An up to date CV** setting out your career history with key responsibilities and achievements;
- **A personal statement of no longer than two sides of A4** explaining how your professional qualifications, skills, qualities and experience are suitable for these roles and, in particular, how you meet the person specification.

Name Free Recruitment

Your name should be removed from your CV and personal statement when you submit your application.

Diversity information

The Welsh Government is committed to achieving a workforce that reflects the society it serves, at all levels including the most senior. Collecting this information enables us to identify whether we are recruiting from the widest possible pool of talent and check that all groups are being treated fairly throughout the process. This form will not be disclosed to anyone involved in assessing your application. If you do not wish to provide a response to a particular question, you should complete the 'Prefer not to say' option. You will not be able to submit your application if you leave any of the questions unanswered.

Questions and informal discussion

If you would like to discuss this role further, please email SCSRecruitment@gov.wales

Online technical problems

Please email SCSRecruitment@gov.wales

8. The Selection Process

Overview

The Recruitment Team via the Welsh Government system will acknowledge your application and when appropriate you will be advised about the outcome of the shortlist meeting which will be held on **6 September 2022**.

Assessments for Shortlisted Candidates Only

- **On Line Psychometric Tests** - these will include numerical and verbal reasoning and a discussion with a psychologist. You will receive a link to these on-line tests within 10 working days from the shortlisting meeting.

If you have completed the online psychometric tests in the last 2 years, for a post at the same grade, it will not be necessary for you to take these tests again for this particular recruitment exercise.

- **Stakeholder Engagement Exercise** – these will take place on **16 September 2022**. Further details will follow.

The above activities will form part of the overall assessment required for this recruitment exercise in addition to the selection panel interview.

- **Panel Interviews & Presentations** – these are scheduled **27 September 2022**. These will also take place virtually via Microsoft Teams. Interviews will last around 45 minutes. The Panel will receive feedback on your psychometric tests and staff/stakeholder engagement exercise before you are interviewed. Your interview will consider how your skills and experience as outlined in your CV and personal statement meet the requirements of the role.
Candidates will be given at least one week's notice of the presentation topic. Please note that presentations are to be delivered without the use of hand-outs or electronic devices unless as part of a reasonable adjustment, however, you are welcome to use prompt cards.

Please note, recruitment adjustments can be made at any part of the recruitment process for candidates with an impairment or health condition, who are neuro-divergent or who use British Sign Language. Please get in touch with SCSRecruitment@gov.wales to discuss adjustments for any part of the process.

The selection panel will include:

- Gawain Evans, Director of Finance ,Office of the Chief Operating Officer
- Peter Kennedy, Director, Human Resources (Chair)
- Carla Lyne, Director ESJ Operations
- Dean Medcraft, Director Finance & Operations

Panel Biographies

Gawain Evans, Director of Finance



Gawain was appointed to the post of Finance Director in October 2015. His role involves supporting the Minister for Finance and Local Government, the Permanent Secretary and senior colleagues, to ensure that Welsh Government spending is properly managed and reported.

Gawain works with the Head of Internal Audit to provide advice to all Accounting Officers on regularity, propriety and value for money issues in relation to Welsh Government activities. He is also responsible for ensuring that Welsh Government adheres to the highest standards of governance and risk management. Gawain is Head of Profession for Finance and Accounting staff within the Welsh Government. He is also responsible for corporate shared services, delivery of the annual report and accounts, the Grants Centre of Excellence, corporate governance and the UK subsidy team within Welsh Government.

Gawain is a member of the Financial Reporting Advisory Board; which advises the UK Government on the application of accounting policy.

Prior to joining the Welsh Government, Gawain was with the Ministry of Defence where he worked in a variety of areas.

Carla Lyne, Director ESJ Operations



My current role is Director of Operations for the Education and Public Services Group. This role includes leading on all aspects of Group corporate services including finance,

human resources, communications, legislation, government business and governance as well as leadership of the Digital Learning Division.

Working for the Welsh Government has provided me with a fantastic breadth of opportunities and I worked in a variety of roles before starting in my current role in 2015. My previous roles included finance and corporate services roles, leading programmes and value for money work, working on supporting Welsh businesses and also a period of time in an education policy role. I joined the Welsh Government in 2006 via the Welsh Funding Councils and the Assembly Sponsored Public Body ELWa where my focus was governance and audit of the skills sector and the further and higher education sectors. This followed my early career and training with Grant Thornton Chartered Accountants where I qualified as a chartered accountant and then worked as Head of Internal Audit at Lancaster University. Outside of work I enjoy hill walking and anything connected with wildlife, I am also an active Welsh Language learner.

Peter Kennedy, Director of Human Resources



My current role is Director, Corporate Services at the Welsh Government.

I joined Welsh Government in 2004 having worked for several years within the Ministry of Defence. I spent 9 years in the RAF within aircraft maintenance and technical training roles.

I am a HR professional with many years' experience of both operational and strategic Human Resources together with experience of ICT, Health and Safety, Facilities Management and Emergency Planning.

I also have additional responsibilities as Lead Sponsor for Welsh Government Sponsored Bodies and, as the Senior Information Risk Owner.

I am married to Jenny and have two grown up children and a granddaughter. Jenny was diagnosed five years ago with Multiple Sclerosis, the organisation has been incredibly supportive and flexible in helping me to achieve an effective balance between being a Senior Civil Servant and a carer.

Dean Medcraft, Director of Finance & Operations



Dean is currently Director of Finance and Operations for the Economy, Treasury and Constitution Group and the Climate Change & Rural Affairs Group within Welsh Government.

In these roles he serves 3 Ministers and two Deputy Ministers and reports directly to both group's Director General's. He is a member of the group's Senior Leadership team and is accountable for all operational (HR, Government Business, Governance, Communications) and financial aspects across both groups.

Dean has had an interesting and varied career, progressing from a graduate trainee accountant to strategic decision maker and operational leader during more than 30 years of experience across the Civil Service, National Health Service and Private Sector. During this time he has held senior roles which enabled him to lead on strategic change management and organisational development agendas.

In his current role he leads two Directorates and a workforce of approximately 150 professional staff, across many offices within Wales. The workforce for both Groups is spread over 22 locations and totals some 2,500 staff.

Dean prides himself as being a strategic thinker who is able to set direction and sustain self-motivation, he has a solid reputation for leading the development and implementation of organisational reform and financial change.

He attended the University College, Swansea where he obtained B.A. (Hons) in Economics. He then went on and became a Qualified Accountant and also qualified in a Masters' degree in Business Administration. Over the last few years he has qualified through the Major Projects Leadership Academy (MPLA), a joint collaboration between the Cabinet Office and Oxford University, becoming only a small number of UK Government Civil Servants with the credentials to take forward programmes over £100m.

Dean lives in Cardiff, with his wife and three children, he enjoys football, golf and being a taxi driver to his kids.

He is passionate about the Civil Service and the role it can play in changing people's lives within Wales. As the Groups Equality and Diversity champion he is passionate to ensure that the workplace is a safe, inclusive environment where people can deliver to the best of their abilities.

Disability Confident Interview Scheme

As part of our commitment to encouraging disabled people to apply to the Welsh Government we will offer an interview to disabled people who meet the minimum requirements for the post. By ‘minimum criteria’ we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence for the role and any qualifications, skills or experience defined as essential.

Welsh Government has adopted the social model definition of disability, which recognises that barriers in society act to disable people who have impairments or health conditions or who use British Sign Language. We are committed to removing barriers so that all (or potential new) staff can perform at their best. The Equality Act 2010 uses the medical model definition of disability (“a physical or mental impairment which has a substantial and long-term impact on a person’s ability to carry out normal day to day activities”).

If you have an impairment or health condition, are neuro-divergent or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process; or if you wish to discuss how we will make adjustments if you were to be successful, please email SCSRecruitment@gov.wales as soon as possible and a member of the team will contact you for a discussion.

We are committed to the employment and career development of disabled people.

A Great Place to Work for Veterans

This vacancy is part of the [Great Place to Work for Veterans](#) initiative.

Competencies

Applicants are required to demonstrate their competency against the full range of leadership and SCS core skills identified for Senior Civil Servants as part of the Civil Service competency framework.

For further information about core competencies please access the full document [here](#).

Civil Service Code

All civil servants are expected to conduct themselves in accordance with the civil service code. Please see Appendix B.

Indicative Timetable

The closing date for applications is **29 August 2022**

Shortlisted Meeting: **6 September 2022**

Psychometric testing: within 10 days of the shortlisted meeting

Stakeholder Engagement Exercise: **16 September 2022**

Interview panel: **27 September 2022**

All of the above assessments will be held remotely via Microsoft Teams. The above dates may be subject to change.

9. Terms of Appointment

These are permanent posts available to permanent UK Civil Service employees (recruited through fair and open competition) on a lateral and promotion basis. These posts are also available to those who wish to join the Civil Service and to those who wish to apply on a loan basis, or a secondment basis for up to two years initially.

Eligibility

As part of your application you will be asked a number of questions. The purpose of these questions is to determine if you are eligible to apply for this opportunity. You will be asked, as part of your eligibility, to confirm your nationality details and that you are legally allowed to work in the United Kingdom. This is a requirement for working within the Civil Service. If you do not meet the eligibility criteria as set out in the application form, your application will not be taken further. If it becomes apparent at a later stage in the process that you aren't eligible to apply, your application may be withdrawn, or offer retracted.

Nationality requirements

This job is broadly open to the following groups:

- UK nationals
- nationals of Commonwealth countries who have the right to work in the UK
- nationals of the Republic of Ireland
- nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the European Union Settlement Scheme (EUSS)
- relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service
- relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service
- certain family members of the relevant EU, EEA, Swiss or Turkish nationals

Further information on nationality requirements

Remuneration

The role is at Deputy Director level and the starting salary is **circa £71,000**.

For existing Civil Servants

If you are a substantive Deputy Director applying on a lateral transfer basis to Welsh Government you will retain your existing salary.

If you are an existing civil servant applying on promotion, the starting pay on promotion will usually attract 10% increase in base pay or be at the pay band minimum, whichever is greater. However, for staff promoted from the Grade 6 pay

band maximum, the increase will be capped at 5% or be at the Senior Civil Service pay band minimum, whichever is the greater.

Secondments

If you are applying for this role on a secondment basis, you will retain your existing terms and conditions including salary.

Working hours

Applications are welcome from people who work full-time, part-time, or as part of a job share. It is expected that if you apply as a job share partnership, this arrangement is in place when submitting your application and please make it clear on your application forms that you are applying as part of a job share partnership. We welcome applications from people who work part-time and if someone who wants to work part-time is successful, we will make proportionate adjustments to the responsibilities of the post.

Location

The post holder may work from any of the Welsh Government Offices based in Wales, which are located in Cardiff, Merthyr Tydfil, Llandudno Junction and Aberystwyth. However, there is an expectation that due to the nature of the work and the need to meet with Ministers the successful applicant will work from Cardiff 2-3 days a week. We are supportive of home working and tailoring patterns to suit individuals' circumstances.

The majority of Welsh Government staff are currently working from home/working remotely and this will continue to some degree to so that we can reduce our environmental impact and support people to work closer to the communities they live in.

Relocation

Relocation expenses of up to £8,000 may be payable.

Smart Working

The Welsh Government actively encourages Smart Working. This means focusing on how you use your time, and where and how you work, to meet business needs in the most productive way. This provides staff with considerable flexibility and the expectation is that teams will work from home for a high percentage of the time for the foreseeable future. Smart, flexible working is becoming a permanent feature of working life in Wales and the Welsh Government will lead the way in this.

Annual leave

Length of service

- Up to 1 year – 25 days annual leave entitlement;
- 1 year – up to 2 years – 26 days annual leave entitlement;
- 2 years – up to 3 years – 27 days annual leave entitlement;

- 3 years – up to 4 years – 28 days annual leave entitlement;
- 4 years – up to 5 years – 29 days annual leave entitlement;
- 5 years or more – 30 days annual leave entitlement.

If an existing civil servant is promoted into or within the Senior Civil Service, their annual leave allowance is based on their period of continuous employment in the Civil Service, as shown above.

The successful candidate will be appointed on the modernised Senior Civil Service terms and conditions.

Retirement

There is no mandatory retirement age for Senior Civil Servants.

Terms and Benefits

Pension Scheme: <https://www.civilservicepensionscheme.org.uk>

- Occupational Health Services, including counselling and eye care provision.
- Leave provisions including:
 - Carers' leave;
 - Paid and unpaid maternity leave;
 - Flexible paid paternity leave;
 - Flexible paid adoption leave;
 - Shared parental leave.

Conflicts of interest

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of the Welsh Government.

They are required to declare any relevant business interests, share holdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners.

The successful candidate will be required to give up any conflicting interests and his/her other business and financial interests may be published.

Official Secrets Act

The post is covered by the Official Secrets Act.

Diversity and Equality

The Welsh Government is committed to providing services which embrace diversity and which promote equality of opportunity. Our goal is to ensure that these commitments are embedded in our day-to-day working practices with all our customers, colleagues and

partners. The Board has an Equality Champion and receives regular updates on equality and diversity. We are committed to recruiting women, Black, Asian and Minority Ethnic people and disabled people, who are currently under-represented in the Senior Civil Service.

We are committed to increasing diversity, removing barriers and supporting all our staff to reach their potential. We are a Stonewall Diversity Champion and a Disability Confident Level 3 (Leader) organisation. Key to supporting this work and providing peer support are five Board sponsored Staff Networks (Disability Awareness and Support (DAAS); Minority Ethnic Support Network (MESN); Mind Matters (Mental health and well-being); PRISM (Lesbian, Gay, Bisexual, Transgender, Intersex +) and Women Together.

The Civil Service Commissioners

The Welsh Government'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 Commissioners' Recruitment Principles which can be found at: <http://civilservicecommission.independent.gov.uk/>

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should contact SCSRecruitment@gov.wales in the first instance.

If you are not satisfied with the response you receive from the Welsh Government you can contact the Office of the Civil Service Commissioners.

Security level

The successful candidates must be cleared to SC (Security Check) level before taking up post. The timescales for security clearance may vary, however, after receiving completed paperwork it can take between 10 and 12 weeks.

Appendices

Appendix A: [CIVIL SERVICE LEADERSHIP STATEMENT](#)

Appendix B: [CIVIL SERVICE CODE](#)