



Government Finance Profession

POST VACANCY PROFILE AND PERSON SPECIFICATION

(Please email to denise.cooper@hmtreasury.gsi.gov.uk for inclusion on the GFP website)

Job reference:	HOF01	Grade:	N/a
Job title:	Head of Finance and Planning	Salary range:	£70,340
Department:	The Pensions Regulator	Open to: <i>(delete as applicable)</i>	Civil Servants only
Branch/ Div:		Closing date:	6 August 2010
Location:	Brighton	Further information: <i>(Line Manager's full contact details)</i>	

Background information

In no more than 150 words provide some background information e.g. role of team etc:

To oversee The Pensions Regulator's financial, levy management and corporate planning activities. This will involve strategic financial management as well as all financial administration and controls.

Role profile

Please provide an outline of the key accountabilities of this job, including any line management responsibility:

- Delivering of accurate and timely financial information on behalf of the regulator to all internal and external stakeholders, ensuring the development and delivery of an effective financial strategy across the organisation
- Advising and managing financial implications of the regulator's strategy and operational plans and projects
- Ensuring efficient use of financial resources
- Ensuring that the statutory accounts of the regulator are produced and laid before parliament in a timely manner
- Accountable for the delivery of the corporate planning process ensuring the regulators business and financial objectives are consistent and reconciled.
- Managing and developing staff in line with The Pensions Regulator's values
- Ensuring the effective delivery of the organisation's internal financial planning and reporting requirements
- Ensuring effective communication arrangements and working relationships are in place with all key internal and external stakeholders
- Ensuring levy is collected and paid over on behalf of stakeholder's and in line with the Pensions Act 2004
- Working closely with the Employer Compliance Regime project finance team
- Management of finance third-party suppliers

Key competences & skills

Please indicate the key competences, and any technical/specialist skills or experience required for this role:

Essentials:

- CCAB accountant with a proven track record of operating at a senior financial professional level, typically with 5 years' PQE
- Experience of all aspects of financial management; creating, implementing and improving controls across a similar organisation and improving the effectiveness of financial and corporate planning processes
- Demonstrable stakeholder and customer management experience
- Ability to lead and develop teams, delegate effectively, manage performance and provide feedback to help individuals and teams develop and excel. Recognising and celebrating individual and team achievements and improved performance and actively promoting diversity. Creating a sense of ownership and encouraging others to take managed risks in order to develop the service
- Experience of working collaboratively with the business to identify and deliver cost savings and efficiencies
- Experience of government accounting and laying statutory accounts
- Able to understand new situations and information quickly, and interpret, challenge appropriately
- Ability to communicate both orally and written complex financial information to all audiences up to board level.
- A strong negotiator and influencer, able to establish personal authority and credibility and build sustainable and appropriate relationships at all levels

Competencies:

- Identify, prioritise and plan effectively - Mentor
- Deliver appropriate outcomes in line with our objectives - Mentor
- Evaluate, learn, adapt and improve - Mentor
- Understand our audience - Mentor
- Communicate clearly - Mentor
- Build good working relationships - Mentor
- Respect others - Mentor
- Take responsibility - Mentor
- Behave professionally - Mentor

Applications

Applications including a CV, two most recent appraisal reports, and Line Manager's promotion assessment where appropriate, should be sent to: **Fran Hornsby** via email to **Francesca.hornsby@thepensionsregulator.gov.uk**. Please include the job reference in the subject box of the email. Applications must be received by the closing date specified above.