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**Finance and Procurement Administrator (AO Grade)**

​​Fixed Term until April 2025​

**Information Pack**

**Closing date: 24 May 2024**

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**Download this pack in Welsh on our** [**website**](https://www.estyn.gov.wales/working-us/current-vacancies?_ga=2.65853994.505305492.1652870360-600480313.1652870360)**, or** **email** [**recruitment@estyn.gov.uk**](mailto:recruitment@estyn.gov.uk) **for a copy.**

# Introduction



Thank you for your interest in working for Estyn.

It’s an exciting time to join us. We’re supporting schools and other providers in Welsh education reform including a new curriculum, and changing the way we inspect. We play a vital role in enhancing the learning of young people and adults in Wales. Learners are at the heart of everything we do. Our people are committed to working collaboratively to deliver a high-quality service to our stakeholders that champions high expectations for all and supports improvement.

We’re looking for an individual, who is keen to develop and utilise finance-based skills and can work effectively in a busy Finance team. Join us and you’ll find yourself immersed in a progressive and evolving organisation where you’ll get the chance to develop your skills and your career in the wider Civil Service.

This pack contains more details about working with us, information about the roles, and details on how to apply. We’ve also put together a [Guidance Document](https://www.estyn.gov.wales/working-us/current-vacancies) with information about the selection process and tips to help you complete your application.

I look forward to receiving your application.

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**Mererid Wyn Williams, Assistant Director (Inspection and Central Services)**

# Why work for Estyn?

Estyn is a great place to work and our people are our most valuable resource. We value, listen to, and encourage our team members to develop their skills and talents. As one of our team, you’ll have access to learning and development opportunities that will help you to develop valuable skills to help further your career. These include individual, team, professional and organisational learning, and continuous development. As a Civil Servant you will have access to a wide range of opportunities across the Civil Service.

When you join Estyn, you’ll be supported by a network of colleagues within your team and across the organisation. You’ll be given a comprehensive induction about your role and how it fits with the rest of the organisation.

# Diversity and Inclusion

We’re committed to supporting diversity and inclusion – involving all, valuing, respecting and positively welcoming the challenges of diverse ideas, views and lived experiences. We want to reflect the communities we serve and improve decision making.

We recognise that everyone brings different skills and experience to our organisation, and that this diversity is what makes a strong organisation. We encourage applications from the widest possible diversity of backgrounds, cultures and experiences. We particularly welcome applications from people with an ethnic minority background, as well as people living with a disability.

# Smart Working

We’re changing the way we work to encourage Smart Working. This means using your time effectively and varying where and how you work to meet business needs in the most productive way. Our Central Services teams are contractually office based but we operate informal hybrid working arrangements where you can split your working time between our Cardiff office and remote working subject to business needs and agreement with your line manager.

# Who we’re looking for

You will be​ responsible for the operational delivery of financial and procurement services. Procurement of external inspection resource booking hotels, being a large part of this role and booking accommodation.

**Key tasks include:**

* Dealing with finance and procurement queries and correspondence
* Raising purchase orders, processing invoices for payment.
* Contracting with external inspectors to provide inspection resource as required.
* Developing and maintaining finance records and provision of management information
* Tender/contract support and administration
* Managing hotel accommodation and travel requirements of inspectors
* To undertake any other duties as may reasonably be required by managers
* Proving support to other administrative Officer’s on the team

**Duration: ​​**Fixed Term until April 2025​ to cover an internal promotion. If this promotion becomes permanent, this post holder may be offered the role on a permanent basis.

**Salary:** £23,258 - £26,901 (Please note, starting salary will normally be offered at the minimum of the band)

**Welsh Language:** We work in both Welsh and English and many of our stakeholders are bilingual. Welsh language skills (spoken and written) are desirable.

**Location:** The role is based in our Cardiff office: Anchor Court, Keen Road, Cardiff, CF24 5JW. We currently operate informal hybrid working arrangements subject to business needs and agreement with your line manager. You will split your time between the Cardiff office and remote working. You will be expected to attend the office some of the time to allow ongoing support and development and to allow you to collaborate with your colleagues. This role can only be worked in the UK and not overseas.

**Work hours:** 37 hours over a five day week (Monday to Friday), excluding breaks.

**Nationality:** To be eligible for these roles you must meet the nationality requirements set out in our [Guidance for Applicants](https://www.estyn.gov.wales/working-us/current-vacancies?_ga=2.10216181.1705140105.1612862263-1615018.1612862263)

# Person Specification

**It is essential that you have:**

* Good written and verbal communication skills
* Ability to prioritise tasks, work accurately and with attention to detail
* Ability to communicate effectively with staff at all levels of the organisation to ensure the timely delivery of information and meeting of deadlines
* Experience of maintaining detailed records e.g. of finance or asset records and inventories
* Ability to use ICT effectively, including Microsoft packages e.g. Excel, Word, and Outlook
* Awareness of current identified fraud activity and initiatives, considering impact on Estyn.
* Understand how to deliver a quality customer service

It is desirable that you have experience of working in a service delivery or customer service environment

**Key behaviours**

* Seeing the big picture
* Communicating and influencing
* Working together
* Delivering at pace

You can find more information and examples of these behaviours in [Success Profiles - Civil Service Behaviours](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717275/CS_Behaviours_2018.pdf) at Level 1 – AA and AO or the equivalent Grade.

# About us – Our work and our values

We are the education and training inspectorate for Wales. Our aim is to improve the quality of education and training for learners in Wales. One of our key roles is to inspect education and training in Wales to give assurance to the public and government regarding educational standards. We help education providers, such as schools and colleges, to improve quality and outcomes. We also advise the Welsh Government about educational policy and prepare reports on a wide range of educational issues and themes.

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Each year we publish an [Annual Plan](https://www.estyn.gov.wales/publications-and-policies/corporate-publications) that sets out our key activities for the year. Further information about our work can be found on our website: [www.estyn.gov.wales/about-us](http://www.estyn.gov.wales/about-us).

As Civil Servants, we model the values, behaviours and standards set out in the [Civil Service Leadership Statement](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/405453/CS_leadership_statement_3__1_.pdf) and the [Civil Service Code](https://www.gov.uk/government/publications/civil-service-code/the-civil-service-code).

# Benefits of joining Estyn

In addition to a good work/life balance, job satisfaction, a supporting culture, ongoing learning and development opportunities and professional development, you can also expect other benefits, including the following:

|  |  |
| --- | --- |
| Icon  Description automatically generated | **Competitive salary** - The salary range is £23,258 - £26,901. Starting salary will normally be the first scale point above your current salary (within this range). With incremental progression you will normally reach the maximum of the pay scale within two years of joining us |
|  | **Generous holiday entitlement** – 31 days of annual leave, plus 10 public/privilege holidays each year. Annual leave is pro-rated for those who work part-time. Further paid / unpaid leave options available for those to help combine work with other life commitments and responsibilities (e.g. career break, compassionate leave, fostering to adopt etc) subject to business needs |
|  | **Flexible working** - Our normal work hours are 37 hours over a five day week (Monday to Friday), excluding breaks. In addition to your right to request flexible working, you’ll benefit from our flexible working hours scheme to help manage your work/life balance. |
| Logo  Description automatically generated | **Excellent pension** – Choose from a defined benefit pension scheme with Estyn contributing up to 27.1% of your salary or a defined contribution arrangement. We’re part of the *Civil Service Pension scheme*. If you’re already in a Pension Scheme, you can freeze this or transfer it into the *Civil Service Pension Scheme*. Find out more details on[Joining the Pension Scheme - Civil Service Pension Scheme](https://www.civilservicepensionscheme.org.uk/joining-the-pension-scheme/) |
| A white cloud in the sky  Description automatically generated with low confidence | **Support for your wellbeing** – We provide an employee assistance programme (EAP) offering access to 24/7 confidential advice and support, including access to emotional support counselling and specialist advisors. We offer a free annual health check, trained mental health first aiders, a free eye care scheme and subsidised seasonal flu jabs. We’ve achieved the Silver Award for the Corporate Health Standard for our health and wellbeing support. We also provide access to Health Insurance Plans through *Civil Service Healthcare* |
| A picture containing text, wheel, transport, gear  Description automatically generated | **Diversity and inclusion** – We want to maximise the potential of everyone who works for us, regardless of their background. We’ve created a working environment that is welcoming, respectful, and engaging for everyone, with opportunities for personal and professional development |
| Logo, icon  Description automatically generated | **Support for your family life** – generous maternity, paternity, adoption, shared parental and parental leave provisions, and flexible working |
| Icon  Description automatically generated | **Tax-free savings** – Access to a cycle to work scheme and a green car salary sacrifice scheme |
| Icon  Description automatically generated | **Additional financial support** – including an interest-free salary advance for travel season tickets |
| Icon  Description automatically generated | **Special offers and discounts** – Access to a range of discounts and exclusive offers for many high street shops, cinemas, supermarkets, holidays, restaurants, gyms and family attractions through the *Civil Service Social Club – Sports and Leisure*. Access to further benefits and services including the *Civil Service Motoring Association*, the *Civil Service Insurance Society* and the *Charity for Civil Servants* |

For more information, visit our website: [www.estyn.gov.wales/about-us#workingforus](https://www.estyn.gov.wales/about-us#workingforus)

# Apply now!

**Application form:** Download and complete our application form here: [www.estyn.gov.wales/working-us/current-vacancies](http://www.estyn.gov.wales/working-us/current-vacancies)

**Closing date: 10:00am on Friday 24 May 2024**

We are unable to consider late or incomplete applications. It’s your responsibility to ensure that your application is fully completed and is received by the closing date.

Send your application to: [**recruitment@estyn.gov.wales**](mailto:recruitment@estyn.gov.wales)

**Alternative arrangements or accessible documents:** If you’d like to apply or access this document in an alternative format, please contact [recruitment@estyn.gov.wales](mailto:recruitment@estyn.gov.wales) to discuss your requirements.

This recruitment exercise is conducted in accordance with the Civil Service Commission [Recruitment Principles](https://civilservicecommission.independent.gov.uk/recruitment/recruitment-principles/) and is regulated by the Civil Service Commission.

# Selection process and key dates

As part of the selection process, you will be asked to complete an application form detailing your job history and qualifications and a statement of suitability (a maximum of 750 words). Your application will illustrate how you meet the essential skills, experience and behaviours for this role outlined in the person specification. These will also be explored at interview.

You can find more guidance on completing your application here: [www.estyn.gov.wales/working-us/current-vacancies](http://www.estyn.gov.wales/working-us/current-vacancies)

All documents are available in Welsh and English. Applications can be submitted in Welsh, English or both languages.An application submitted in Welsh will not be treated less favourably than an application submitted in English. Your application may be translated into Welsh or English if required (depending on the majority language of the panel).

The selection process includes:

* **A sift of applications:** The selection board will consider all complete applications. The information you give us in your application is important in deciding whether we will invite you to the next selection stage.
* **Assessments and Interview:** Candidates invited to interview will be asked to complete a short skills-based assessment which will enable assessment against the required skills, experience and behaviours in relation to the person specification and a panel interview.

Assessments and interviews will take place on the same day at our office in Anchor Court, Keen Road, Cardiff CF24 5JW.

You will receive an email confirming the outcome of your application at each selection stage. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. We will provide verbal feedback on request for anyone reaching the assessment and interview stages once the selection process has finished.

Sift, assessment and interview dates to be confirmed. The indicative timetable we’re working to is summarised below.

\*Dates may be subject to change

**Future vacancies and reserve lists:**  If you are appointable, but there isn’t a suitable post immediately available, we will add you to a reserve list. The reserve list is valid for up to twelve months from the date we confirm the outcome of your application. The outcome email will confirm if you are on a reserve list. If a suitable vacancy occurs during that period, we may recommend you for appointment. We appoint from the reserve list in merit order.