



## **Cabinet Office - Glasgow**

Finance Campaign - G7, SEO & HEO  
**Candidate Pack**

# Welcome Message

from Deputy Director Leslie Gilbert

Dear Candidate,

Can I welcome you to the Cabinet Office and thank you for your interest in joining the Finance Planning & Performance team.

The Cabinet Office operates at the heart of government, supporting the Prime Minister and ensuring the effective running of government. As the corporate headquarters for government in partnership with HM Treasury, the Cabinet Office is responsible for leading in critical policy areas. This means that Cabinet Office's work is far-reaching, providing an interesting and varied workload.

The Cabinet Office is a vibrant and diverse place to work and is committed to reflecting Modern Britain and encourages applications from candidates from a diverse range of personal backgrounds. Success is based on merit, irrespective of personal background. We respect and value differences to ensure that our policies and services reflect the needs and experiences of the people we serve. The Cabinet Office and wider Civil Services places utmost importance on values of integrity, honesty, objectivity and political impartiality.

The Cabinet Office has a wide range of cross Government responsibilities from supporting the Prime Minister and Cabinet, coordinating intelligence and security across Government, and leading on digital transformation of public services. The department's key outcomes are to:

1. Maintain the Union, and ensure that its strengths and benefits are clear, visible and recognised by all citizens;
2. Seize the opportunities of EU Exit, through creating the world's most effective border to increase UK prosperity and enhance security;
3. Secure a safe, prosperous and resilient UK by coordinating national security and crisis response, realising strategic advantage through science and technology, and the implementation of the Integrated Review;
4. Advance equality of opportunity across the UK; and
5. Increase the efficiency, effectiveness and accountability of government through modernising and reforming the work of the Government Functions.

Within the Cabinet Office, the Planning & Performance team sits within the central Finance team which is responsible for managing all aspects of the Cabinet Office's finances. These responsibilities include business and financial planning, performance reporting, in-year financial management, financial accounting, management of Parliamentary Supply and production of the Cabinet Office's annual accounts, as well as providing commercial support across the department.

We currently have an exciting range of employment opportunities within the team involved in areas of work such as business planning, financial analysis and business partnering that needs enthusiastic, self-starters who will thrive in a fast-paced and dynamic work environment. Like all Civil Servants, the roles will enjoy a range of benefits and a flexible working environment while providing lots of opportunities for both personal and professional development and so we encourage applications from all suitably qualified candidates.

Good luck with your application and I am very much looking forward to welcoming you to the team.

Leslie



Cabinet Office

# About Us

We support the Prime Minister and ensure the effective running of government. We are also the corporate headquarters for government, in partnership with HM Treasury, and we take the lead in certain critical policy areas.

## Responsibilities

We have responsibility for:

- Supporting collective government, helping to ensure the effective development, coordination and implementation of policy
- Supporting the [National Security Council](#) and the [Joint Intelligence Organisation](#), coordinating the government's response to crises and managing the UK's [cyber security](#)
- Promoting [efficiency and reform](#) across government through innovation, better procurement and project management, and by transforming the delivery of services
- Promoting the release of government data, and making the way government works [more transparent](#)
- Creating an [exceptional Civil Service](#), improving its capability and effectiveness
- [Political and constitutional reform](#)

## Priorities

Our priorities are to:

- Support the Prime Minister and Cabinet to deliver the government's programme
- Drive efficiencies and reforms that will make government work better
- Create a more united democracy
- Strengthen and secure the United Kingdom at home and abroad
- Read our [Outcome Delivery Plan](#) to find out more about our priority outcomes and how we will achieve them.

Annual  
Report

# Working for Cabinet Office

Cabinet Office is committed to “recruiting, retaining and developing a diverse workforce that is representative of the wider population, particularly at senior levels”.

- Cabinet Office is a medium-sized department employing over 8,829 staff in the core departments. In addition, there are 290 people working in arms-length bodies and agencies of the Cabinet Office.
- Our main offices are in London, but we have staff based around the country. In line with the government commitment to levelling up through the 'Beyond Whitehall' programme, we are moving roles to locations around the UK, including Glasgow which will be the 2nd corporate headquarters for the government.
- Cabinet Office staff have a wide and exciting range of employment opportunities and, like all civil servants, enjoy a range of benefits and a flexible working environment. Cabinet Office have parental leave benefits that include maternity, adoption or shared parental leave of up to 26 weeks full pay, followed by 13 weeks statutory pay, a further 13 weeks unpaid, and paternity leave of 2 weeks full pay.
- We are committed to ensuring that equality stays at the heart of our organisation. We want the Cabinet Office to reflect the very best of modern Britain and encourage applications from all suitably qualified candidates, irrespective of personal background or circumstances.
- As an employer, Cabinet Office is committed to the Civil Service ambition to become the UK's most inclusive employer and we will continue to increase the representation of currently under-represented groups to make Cabinet Office more diverse and to build an inclusive environment, where colleagues can be themselves at work and feel supported, empowered, valued, respected, fairly-treated and able to achieve their full potential.
- As an inclusive employer we will not tolerate discrimination and our HR policies are fully inclusive of all staff regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

# Learning and Development

## **Learning and Development Opportunities**

Cabinet Office is committed to the ongoing learning and development of its employees, and there are great opportunities specifically available to members of the Cabinet Office Central Finance team.

## **Government Finance Function**

Successful candidates will become part of a wider Government Finance Function. Please click on the link below to find out more:

<https://www.gov.uk/government/organisations/government-finance-function/about>

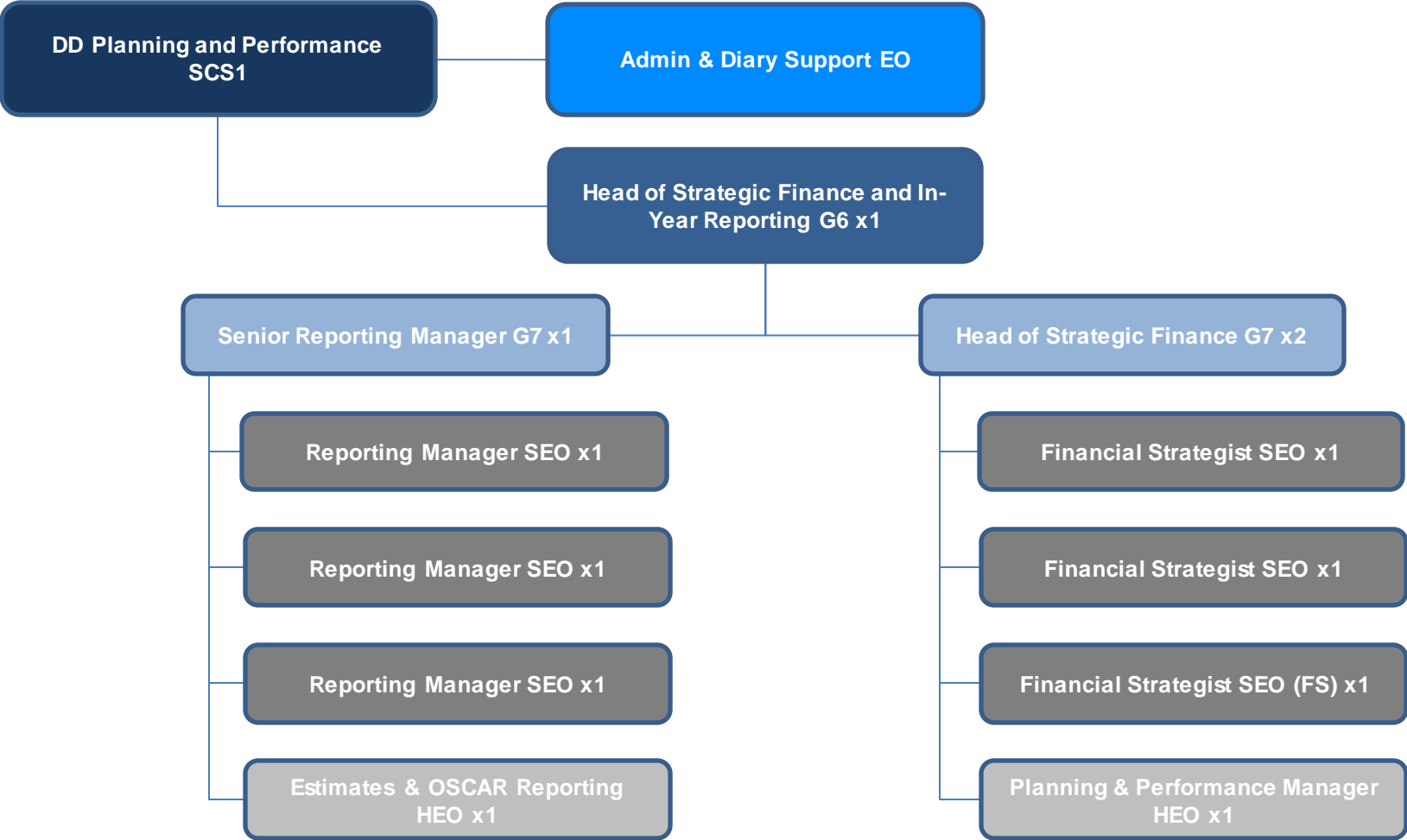
## **Government Finance Academy**

Successful candidates will have access to a wide range of learning and development opportunities and materials through the Government Finance Academy. This includes interactive on-line learning digital products alongside face-to-face training events, technical updates, webinars and networking opportunities. The curriculum covers all the skills that civil servants in the finance community need to achieve their potential and provide excellent public finance services. Please click on the link below to find out more:

<https://www.gov.uk/guidance/government-finance-academy>

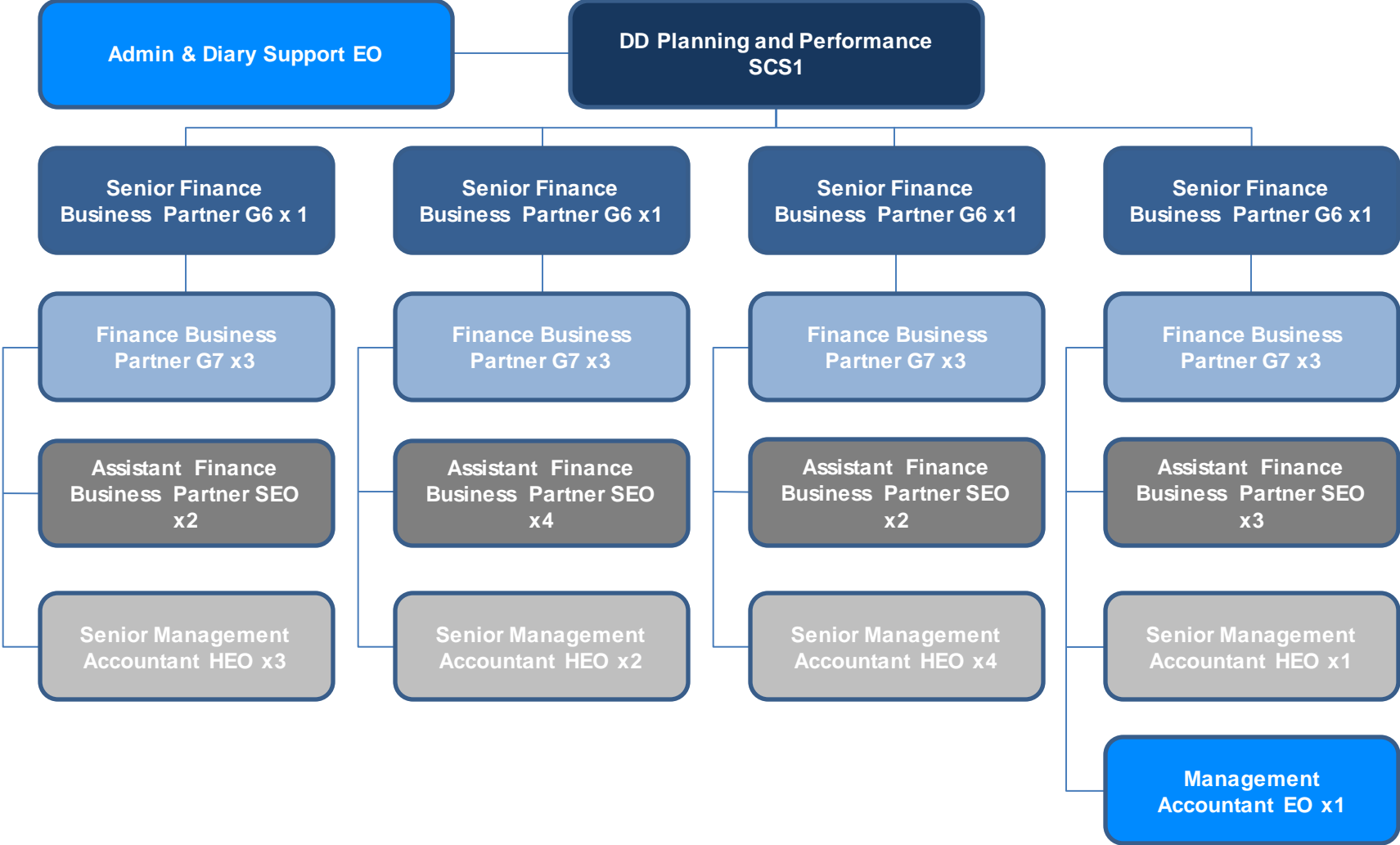
# Team Structure

## Financial Strategy Team



# Team Structure

## Finance Business Partner Team



# Glasgow Finance Vacancies

## Finance Business Partner G7

£49,700 - £56,524 plus finance allowance & benefits

## Reporting Manager SEO

£37,300 - £40,248 plus finance allowance & benefits

## Financial Strategist SEO

£37,300 - £40,248 plus finance allowance & benefits

## Assistant Finance Business Partner SEO - multiple

£37,300 - £40,248 plus finance allowance & benefits

## Senior Management Accountant HEO - multiple

£32,000 - £35,794 plus finance allowance & benefits

## Finance Allowances

Qualification Type	Value
Fully Qualified Accountant	£5,000

Qualification Type	Value
Part Qualified Accountant	£2,500

For further clarification of finance allowances please see next slide



# Finance Allowances

## Definition

The purpose of the finance allowance is to recognise individuals who work in a finance role and are part or fully qualified as an accountant

## Eligibility & Exclusions

To receive the finance allowance, employees must meet all the following criteria:

- Band AO – G6
- Being a fully qualified accountant on completion of all exams and practical experience requirements
- This is evidenced with the qualification certificate issued by your institute and payable from that date provided
- You are in a finance post that attracts the allowance
- Be committed to on-going CPD, monitored by the Head of Profession

Being part qualified through success in 50% or more of your institutes' exams. This is evidenced by exam passes or exemptions issued by your institute and payable from that date, provided you are in a finance post that attracts the allowance.

HEO Fast stream and fast track apprentices are not eligible.

AAT success does not qualify for an allowance.

## Policy Principles

The finance allowance will be reviewed annually and can be increased, reduced or withdrawn depending on market conditions.

- The allowance does not reckon for starting pay on promotion
- It is a non-pensionable allowance
- It is available to people who move into a finance role that attracts the allowance provided evidence of the qualification can be demonstrated
- The allowance will stop when an individual moves to another role that does not attract the finance allowance, unless part of a managed move for wider development purposes and the individual will be expected to return to a finance role within 2 years

# Cabinet Office Benefits

<b>Annual Leave and Privilege Day</b>	<ul style="list-style-type: none"> <li>- <b>25 days annual leave</b> in their first year of service, rising incrementally by one day a year to a maximum of 30 days after 5 years' service.</li> <li>- 8 public holidays and a Privilege Day for The Queen's Official Birthday</li> </ul>
<b>Maternity and Paternity Leave</b>	<p><b>Up to 52 weeks of leave</b>; 26 of which are at full occupational pay (providing you meet the eligibility criteria). The remaining 26 weeks is split between 13 weeks at statutory pay and 13 weeks unpaid.</p> <p>Paternity leave of <b>12 consecutive working days</b> is offered to the expecting fathers or an expectant mother's father. This is two more days than statutory.</p>
<b>Adoption Leave</b>	<p><b>Up to 52 weeks of leave</b>, 26 of which are at full occupational pay (providing you meet the eligibility criteria). The remaining 26 weeks is split between 13 weeks at statutory pay and 13 weeks unpaid.</p>
<b>Shared Parental Leave</b>	<p>Shared parental leave offers parents the opportunity to 'share' <b>up to 50 weeks leave and 37 weeks' pay entitlement</b>, less any maternity or adoption leave already taken within the first year of the birth or placement of their child.</p> <ul style="list-style-type: none"> <li>- This excludes the 2 weeks of maternity a woman must take after giving birth, so the pay entitlement like maternity and adoption leave totals 39 weeks.</li> <li>- Similar to maternity and adoption leave, pay is awarded at up to 24 weeks full pay and 13 weeks statutory pay less any maternity/adoption pay already taken.</li> </ul>
<b>Special Leave</b>	<p>Offered in certain circumstances as bereavement, studying, jury service, volunteering, Reservist Service, public duties and certain sporting events. It can be either paid or unpaid and limits vary.</p>
<b>Flexible Working</b>	<p><b>To support and improve employees' work/life balance.</b> Cabinet Office supports a wide variety of working patterns such as: place of work, the timing/number of hours worked.</p>
<b>Childcare Vouchers (Only if sign up by 1 March 2018)</b>	<p>If you normally pay for childcare and are the child's parent, step-parent or legal guardian, then the Cabinet Office are able to provide you childcare vouchers. You can apply for vouchers to help with the costs of caring for one child up to 1 September following their 15th birthday or following their 16th birthday.</p> <ul style="list-style-type: none"> <li>- Full time staff are able to claim £25 per week for 48 weeks of the year</li> <li>- For part-time staff vouchers are pro rata</li> </ul>
<b>On-Site Childcare</b>	<p>CO and HM Treasury have joint on-site childcare available for staff to enrol their children during <b>all school holidays</b>. It runs Monday – Friday 8:30am-6pm.</p> <ul style="list-style-type: none"> <li>- Children must be between 4 years 9 months to 12 years</li> <li>- The cost to parents is £21 per place per day</li> </ul>
<b>Childcare Outside London</b>	<p>If you use a play scheme outside London, the Department offers to share costs with you.</p> <ul style="list-style-type: none"> <li>- You will have to contribute £17 per day to the scheme and the Department will provide childcare vouchers up to £13 per day to contribute to the cost.</li> </ul>

# Cabinet Office Benefits

<b>Pension</b>	New joiners are automatically enrolled into one of the flexible Civil Service pension schemes. The Benefit pension schemes include; <b>Classic, Classic plus, Premium, Nuvos, Alpha</b> . There's also one Defined Contribution pension scheme; <b>Partnership</b> .
<b>Advance of Pay</b>	An interest free loan that has tax-free status up to the value of £10,000 in a financial year. You can claim for various reasons including season ticket loans, tenancy deposits and holiday advances.
<b>Reward and Recognition Vouchers</b>	The scheme allows management to give instant recognition to CO employees. Staff may receive vouchers <b>up to £100 at one time</b> for providing excellent customer service and demonstrating Civil Service values..
<b>In-year bonus</b>	The in-year scheme allows line managers to reward their teams in real time with <b>up to £1,000</b> for exceptional contribution; subject to tax and National Insurance deductions.
<b>Charitable (Payroll) Giving</b>	You can donate to charity using the Charitable Payroll Giving Scheme which enables you to make donations to any registered charity, church or charitable association of your choice. The donation includes the tax that would otherwise have been deducted from pay.
<b>Death in Service Benefit</b>	As a result of a Civil Service pension, you are entitled to Death in Service benefit meaning your next of kin can receive financial help if you were to die whilst working as a Cabinet Office employee.
<b>The Charity for Civil Servants</b>	If you need additional support, you can contact the Charity for Civil Servants. Support is given for a variety of issues including financial problems such as stress, cash flow issues and debt, stress and bereavement. Available for you, ex-Civil Servants and your financial dependents.
<b>Boundless</b>	Information, advice and discounts all in one place. You can benefit from discounts on insurance, shopping, new cars, attraction tickets, cinema, travel and roadside rescue with Boundless. Join for just £25 per year.
<b>C.S. Insurance Society</b>	A 'Not for Profit Organisation' led by Sir Jeremy Heywood. You can take advantage of specially negotiated rates of insurance for Civil Servants including car, home, travel, health and pet insurance.
<b>Eye Tests</b>	CO will contribute <b>up to a maximum cost of £25 for an eye test</b> every 12 months and <b>£50 towards the cost of glasses or contact lenses</b> if they are required for display screen work. It is possible to claim for a second test if your optician provides a note stating another is needed within the period

# Cabinet Office Benefits

<b>Clubs and Societies</b>	There are various clubs, societies and learning courses available within Cabinet Office, including football, golf, book club, French classes, choir, snooker, table tennis, volleyball and a history club.
<b>Civil Service Sports Club</b>	CSSC provides sport and leisure opportunities to over 120,000 members. They organise events for all abilities at local to international level such as theatre and comedy trips.
<b>Civil Service Healthcare</b>	You can get price-competitive health insurance with CS Healthcare when you purchase a healthcare plan. There are medical plans designed to cater for differing needs, lifestyles and budgets.
<b>Talent Programmes</b>	Various Talent Programmes are available across the Civil Service depending on your grade such as apprenticeships, graduate programmes and internal schemes.
<b>Learning and Development</b>	Everyone is expected to undertake some form of learning or development for five days of the year. We offer specific tailored courses such as Line Manager Training, coaching, mentoring, and CSL opportunities.
<b>Volunteering Opportunities</b>	Staff are entitled to take up to <b>5 days special paid leave per performance year for volunteering activity</b> . Opportunities include mentoring, volunteering for a charity or becoming a school governor.
<b>Shadowing</b>	Various schemes are available for all grades of staff in the Civil Service. Employees can shadow within many teams in Cabinet Office; such as the Private Office Group. ' <b>The Day in the Life Scheme</b> ' is available to civil servants and voluntary sector workers who can spend up to a day in each other's workplace.



# Application & Sift Processes

To apply for this role please follow this link to the [Cabinet Office microsite](#).

You will need to send a Personal Statement (no longer than 1,000 words) plus a CV, and these must be sent in **one single** document. The Personal Statement will be used to score your application, therefore explain how your personal skills, qualities and experience provide evidence of your suitability for the role. Please make reference to the criteria set out in the job specification.

Your CV will not be scored as part of your application but will be held as a supporting document.

<b>Application Closing Date</b>	11.55pm Sunday 24 <sup>th</sup> October 2021	Personal Statement (max 1,000 words) plus a CV to be sent in <b>one single</b> document via the job advert
<b>1<sup>st</sup> Stage</b>	25 - 29 <sup>th</sup> October 2021	Michael Page will undertake a high-level sift of the Personal Statement based on experience. If successful in the sift, the Personal Statement will then be scored against key criteria in the job specification to create a longlist.
<b>2<sup>nd</sup> Stage</b>	8 - 12 <sup>th</sup> November 2021	Final sift based on 1 <sup>st</sup> stage scores by Cabinet Office, to select a shortlist.
<b>3<sup>rd</sup> Stage</b>	22 <sup>nd</sup> November - 10 <sup>th</sup> December 2021	Virtual interview with Cabinet Office to assess behaviours using <a href="#">success profiles</a> .
<b>Offers</b>	15 - 17 <sup>th</sup> December 2021	These will be communicated by Michael Page

Should you have any difficulties with the application process please contact us on:

[coglasgow@michaelpage.com](mailto:coglasgow@michaelpage.com)



# Disability Confident Scheme

The Cabinet Office supports the Disability Confident Scheme

For further information on the scheme please visit <https://www.gov.uk/government/collections/disability-confident-campaign>.

In order to qualify for the Disability Confident Scheme, you must have a physical or mental impairment which has a substantial and long-term negative effect on your ability to carry out normal day to day activities.

For further information regarding disabilities covered under the Equality Act 2010, please visit [www.gov.uk/definition-of-disability-under-equality-act-2010](http://www.gov.uk/definition-of-disability-under-equality-act-2010).

We are committed to making reasonable adjustments for Disability Confident Scheme applicants and will try to remove any barriers so that you are not at a disadvantage during the selection/recruitment process/interview. We are also committed to interviewing all applicants with a disability who meet the minimum criteria for the role applied for. If you feel that you may need a reasonable adjustment to be made, or you would like to discuss the Disability Confident Scheme in more detail please, in the first instance, contact Michael Page on the email address below:

[coglasgow@michaelpage.com](mailto:coglasgow@michaelpage.com)



# Interview & Offer Process

## Interviews

The highest scoring candidates will be invited to a virtual interview (Google Meet) with the Cabinet Office.

Cabinet Office will interview using [Success Profiles](#), a blended approach of strength-based questions, experience and behaviour. Success Profiles focus on a flexible framework, and multiple elements, against which to assess candidates including:

- Seeing the Big Picture
- Managing a Quality Service
- Leadership
- Changing & Improving
- Communicating & Influencing

This gives us the best possible chance of finding the right person for the job, drives up performance and improves diversity and inclusivity.

We will try to meet the dates set out in the candidate pack and adverts. There may be occasions when these dates will change. You will be provided with sufficient notice of the confirmed dates.

PLEASE NOTE: Due to time constraints we may not be able to offer alternative interview date(s). It is therefore expected that candidates who are successful at sift stage will make themselves available during the time frames outlined.

## Offers

Regardless of the outcome, Michael Page will notify all candidates as soon as possible.

We are recruiting to ensure we have a sufficient supply of high calibre people, with the right skills to help us deliver our business, both now and in the future. We will be making several appointments immediately following the selection process.

We will be retaining a reserve list of successful applicants to draw from as vacancies arise for up to 12 months.

If over the next 12 months we can offer you a position, we will contact you as soon as possible. Appointments will be made in adherence with the Civil Service Recruitment Principles and in strict merit order with the highest scoring candidates being appointed first.

We wish you every success in this process and are excited for the journey ahead.