

Supporting a thriving Parliamentary democracy

Job Title:	Head of Financial Services
Salary:	£53,000 per annum
Team:	Finance, Portfolio and Performance
Number of Posts:	1
Contract Type/Duration:	Permanent

Team Information

The Finance, Portfolio and Performance (FPP) team is critical to supporting a thriving Parliamentary democracy. We play a leading role in delivering the House of Commons' Strategy and corporate priorities through business and financial planning, analysing performance, and supporting the delivery of projects and programmes across Parliament. Equally important are the financial services, systems, accounting, reporting and Members' services that we provide to keep the House of Commons Service working effectively and efficiently on a day-to-day basis.

Job Information

The Head of Financial Services is responsible for leading the three operational finance teams comprising Accounts Payables, Accounts Receivable and Cash Management. These teams provide key finance services for the House of Commons, including payments processing, debtor management, cash and bank reconciliations and VAT.

This role provides senior management oversight and leadership for the Financial Services Team to ensure delivery of high-quality services for the following:

- Timely and accurate outward payments to suppliers and third parties.
- Effective management of customer debts through receipting, recognition and reporting of income.
- Robust cash management and banking operations, ensuring the House has sufficient cash available to meet its financial obligations.

Demonstrating an understanding of the organisation and the wider priorities, you will work with the wider Finance community and Parliament's business areas to ensure the application of sound financial management and control.

Responsibilities

Financial Operations

- Responsible for overseeing all activities of the Financial Services Team. These activities include all operational functions delivered through Accounts Payables, Accounts Receivable, Cash and Banking, and administration of the Government Procurement Card transactions.
- Lead on design and effective management of adequate business resilience plans and service improvements to meet changing business and customer needs.
- Champion effective financial controls across the organisation by promoting financial best practice and applying relevant control frameworks and developing key financial services policies.
- Ensure compliance with regulations and statutory requirements, such as submission of the quarterly VAT return, and providing VAT related advice to stakeholders across the organisation.

Leadership and Management

- Responsible for developing staff capability and supporting wellbeing through effective line management, in response to changing internal and external needs, and individual requirements.
- Contribute to the development of the wider finance function and finance community, by building a supportive team environment, role modelling and encouraging diversity and inclusion.
- As a senior member of the finance community, contribute to and/or lead on specific pieces of wider work and projects as directed by the Director of Financial Management & Performance.

Stakeholder Engagement

- Provide advice and guidance on all financial services related matters to colleagues within the Finance community and wider organisation.
- Build trusted relationships with stakeholders at all levels, both internal and externally and promote collaboration across teams in Parliament. In particular, to manage commercial relationships with banking partners and merchant acquirers.

Hours

We offer a range of flexible working options and actively encourage applications from candidates expressing a wish to perform the role in a flexible working arrangement such as part-time working, job-share and compressed hours.

Full-time

Net conditions full-time working hours for staff of the House are 36 hours per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will be agreed with line management.

Hybrid Working

Our mission is to support a thriving parliamentary democracy – and today more than ever, this means being ready to carry out our essential functions in Westminster and elsewhere. Since 2020 our workforce is involved in developing new, business resilient capabilities for hybrid working. We support colleagues to deliver excellent services on the Parliamentary Estate and remotely, while the balance of location varies according to the requirements of each job role.

If you are selected for an interview, please discuss the working arrangements for this role with the interview panel.

Workplace Adjustments

As an inclusive employer, the House of Commons supports individuals in need of workplace adjustments. The workplace adjustment process prevents, reduces or removes problems you might face at work. Adjustments can be requested to help with obstacles relating to mental health, and physical or non-physical requirements. You can request a workplace adjustment if you have a disability or suffer from a difficulty or disadvantage in your workplace.

Application and Selection Process

Further details will be provided if you are successful at the initial application stage.

We may ask you to complete a test, presentation or other assessment as a part of your recruitment process.

If you are invited to interview, we will ask you a combination of competency questions and role specific questions solely based on the criteria below. Any presentation or test requirements will be clearly communicated to you well in advance of your interview.

As a Disability Confident Leader, it is important that we are able to make appropriate arrangements or adjustments where necessary in order to create a full and equal participation in the selection process. If you require any reasonable adjustments, please contact the recruitment team to see how we can meet your needs.

Our Values

The House Service is proud of our organisational values, which will deliver our strategy. We are looking for people who can bring these values to life:

- **Inclusive:** We value everyone equally; We respect each other; We all have a voice.
- **Courageous:** We try new things; We own our actions and decisions; We learn from our mistakes.
- **Trusted:** We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.
- **Collaborative:** We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

Skills and Experience

Criterion 1

Strong understanding of financial processes and accounting methodology, along with significant practical experience of their application to an organisation's financial operations.

Criterion 2

Highly developed staff management and leadership skills, with significant experience of developing and supporting a professional and trusted team, whilst maintaining the principles of equality, diversity and inclusion.

Criterion 3

Strong business focus, with ability to identify customer needs, and deliver tailored operational finance processes in response to changes in the environment.

Criterion 4

Excellent communication skills with the ability to communicate simply and clearly in person and in writing, ensuring key messages are understood by individuals at all levels.
