

## Role Profile

Vacancy summary			
Job title	Head of EU Budget Withdrawal	Job reference	79469
Group	International Group	Team	European Financing
Closing date	9 <sup>th</sup> November 2020	Range	E2

### Salary range and contract type

£63,000 - £66,000 + £7,000 accountancy allowance (fully qualified)  
1 year fixed term contract / Loan

### About HM Treasury

The Treasury is the United Kingdom's economics and finance ministry. It is responsible for formulating and implementing the government's financial and economic policy. Its aim is to raise the rate of sustainable growth, and achieve rising prosperity and a better quality of life with economic and employment opportunities for all.

### About the Group

#### International Group

The International Group (IG) is responsible for promoting and protecting the UK's economic and fiscal interests overseas. We support the Chancellor and senior officials in building relations with key international partners and represent the UK in the EU, G7, G20, IMF (International Monetary Fund), Paris Club, FATF (Financial Action Taskforce), EIB (European Investment Bank), AIIB (Asian Infrastructure Investment Bank) and EBRD (European Bank for Reconstruction and Development). We also analyse macroeconomic developments at a country, regional and global level; take forward the Treasury's interests in specific issues from counter illicit finance and asset freezing to climate change, energy; and ensure value for money from the EU budget and DfID spending. IG is also responsible for continuing European business, for example participation in European meetings and strategic work contributing to the UK's withdrawal from the European Union.

International Group recognises the value a diverse workforce brings to our work, and welcomes applicants from all backgrounds. Although an important part of some roles, not all roles in IG require international travel. We actively encourage flexible working practices, including part time working and job-sharing so please feel free to discuss different working patterns with the recruiting line manager or relevant deputy director.

### About the Team

We are at the heart of interactions with the EU both in terms of financial settlement payments, and future relationship planning through programme participation. We have significant interaction with the Chancellor and other Ministers. We are a collaborative, friendly and high performing team of around 16 officials from a diverse range of analytical and policy backgrounds. We lead on paying and auditing the financial settlement, and accountability to Parliament and the National Audit Office. We are also responsible for future programme participation and annual reporting on payments to and receipts from the EU. We work closely with a wide range of partners in Whitehall (especially the Cabinet Office (CO), Number 10, Office for Budget Responsibility, and spending departments), and overseas (especially the Commission and UKMis Brussels). We draw on accounting and audit expertise from external consultants.

#### Key accountabilities

This is an ambitious and exciting role leading on the implementation of the UK's £35-39 billion financial settlement. You will lead 3 sub-branches with 3 Senior Policy Advisors/Range Es (Analysis, Policy/Strategy, Assurance), 4 Policy Advisors/Range Ds and a Policy Apprentice. You'll set the direction of the branches work, and balance fast moving emerging policy issues with delivering on key long-term policy goals. You will need to be comfortable moving quickly between sophisticated technical detail, strategic policy thinking and handling politically sensitive issues.

1. Advise Ministers and Senior Officials (including the Permanent Secretary, the Treasury's Accounting Officer) on implementing the financial settlement.
2. Develop, negotiate, and implement strategy to ensure the UK does not pay more or receive less than is required under the financial provisions of the Withdrawal Agreement.
3. Oversee the analytical work of the European Financing team, including the EU contribution forecast for the OBR, external reporting on the size of the settlement, and analysis for decision making (e.g. the UK's future financial relationship with the EU).
4. Develop strategies for leading implementation issues, including advising Ministers, negotiating with the EU and overseeing the secretariat function for the Specialised Committee on the Financial Provisions (part of the governance arrangements of the WA).
5. Cultivate and use positive relationships with key partners - in particular the European Commission (especially DG Budget), UK Mission to the EU, the NAO, the Transition Taskforce in the CO and external advisors.
6. Ensure HMT meets its reporting obligations to Parliament in respect of the financial settlement and that such reports are robust to external scrutiny and challenge. These reports include the European Finances Statement, and the relevant sections of HM Treasury, Consolidated Fund and Whole of Government Accounts.
7. Support the Deputy Directors European Finances in building a diverse, inclusive and supportive team, including by leading 3 Range E staff providing a stimulating work environment, ongoing mentoring, development and constructive feedback.

#### Sift criteria

Candidates – Please note, you will be asked to give evidence in your application of how you meet these criteria.

#### Required Qualifications:

Accountancy qualification essential.

## Required Behaviours, Experience and Technical Skills:

1. Lead criteria: Experience of dealing with sophisticated financial arrangements and developing a strategic approach to implementing them.  
Other criteria
2. Ability to translate complex detailed issues into clear and accurate policy advice for Ministers or Senior Officials that is sensitive to the political context.
3. Strong leadership skills and a dedication to inclusion, development and motivating a team in a changing external environment.
4. Ability to develop, maintain and use strong partner relationships to achieve desired policy outcomes.
5. Understanding of financial information and the ability to challenge and interpret it.

## Working arrangements

### Location

The post will be based in London.

### Hours of work

This post is available on a full time, part time or job share basis, and flexible working hours can be accommodated.

The working hours of this post are 42 per week (including meal breaks of 1 hour a day) unless you have a legacy agreement as an existing Civil Servant.

### Flexible working arrangements

HM Treasury views flexible working as essential in enabling us to recruit and retain talented people, ensuring that they are able to enjoy a long-lasting career with us. All employees have the right to apply for flexible working and there are a range of options available including; working from home, compressed hours and job sharing. Additionally, we operate flexitime systems, allowing employees to take up to an additional 2 days off each month, providing you work enough hours to meet business need.

We also offer a generous maternity/ paternity and adoption leave package.

At HM Treasury we have an incredibly broad remit; our work touches every citizen of the country. So, it's important our employees come from the widest possible range of backgrounds, bringing us the widest possible range of perspectives and ways of thinking. We are committed to ensuring that all staff are able to realise their potential and achieve a healthy work-life balance.

### Benefits

- 25 days' annual leave (rising to 30 after 5 years), plus 8 public holidays and the Queen's birthday (unless you have a legacy arrangement as an existing Civil Servant)
- Flexible working patterns (part-time, job-share, condensed hours)
- Access to a generous Defined Benefit pension scheme with employer contributions. [Find out more about Civil Service pensions](#)
- Onsite restaurant and coffee bar. The London office also offers a gym, showers and prayer room
- Access to a cycle-to-work salary sacrifice scheme, season ticket advances and payroll giving
- Access to a retail discounts and cashback site
- A Rental Deposit Advance Scheme to help meet the total costs of deposits for privately rented homes
- A range of active staff networks, based around interests (e.g. analysts, music society, sports and social club) and diversity (e.g. women in the Treasury, ethnic minority network, LGBT\* network, faith and belief network)

## Application details

To apply for this post please email – [HMTreasury@allenlane.co.uk](mailto:HMTreasury@allenlane.co.uk)

You will need to submit a 1250 word max supporting statement against the sift criteria.

As part of our pre-employment security checks, if you are invited to interview and are **not** a current HM Treasury member of staff, you will need to bring:

- Proof of identity, e.g. your **passport or driver's license**. Documents must be in date and valid.
- Proof of address, e.g. a **utility bill or bank statement** issued within the past 3 months
- Proof of your National Insurance (NI) number, e.g. **letter from DWP confirming your NI number, or P60**
- If you do not bring a UK or EU passport, you will need to bring other documentation of your right to work in the UK, e.g. your visa, biometric residence permit or birth certificate.

Further details regarding acceptable documents will be provided in the invitation to interview.

Please let us know if your contact details change at any time during the selection process.

## Recruitment Timeline

Closing Date	Sifting: Week Commencing	Interviews: Week Commencing	Start in Post (subject to security vetting)
9 <sup>th</sup> November	12 <sup>th</sup> November	17 <sup>th</sup> November	<b>ASAP</b>

## Complaints Procedure

Our recruitment process is underpinned by the principle of recruitment based on fair and open competition with decisions made on the basis of merit, as outlined in the [Civil Service Commissioners' Recruitment Principles](#). If you feel your application has not been treated in accordance with these principles and you wish to make a complaint, you should in the first instance contact HMT by email: [hrrecruitment@hmtreasury.gov.uk](mailto:hrrecruitment@hmtreasury.gov.uk)

If you are not satisfied with the response you receive, you can contact the Civil Service Commission, which regulates all Civil Service recruitment.

## Eligibility Statement

Individuals appointed to the Treasury will be subject to National Security Vetting. To allow for meaningful checks to be carried out **applicants will normally need to have lived in the UK for at least 3 out of the past 5 years**. A lack of UK residency in itself is not always a bar to security clearance but the Department will need to consider eligibility on a case by case basis using all information that can be obtained following a successful application.

## Diversity

HM Treasury has a strong commitment to equality and diversity. Our aim is to be an open and inclusive department, recruiting and retaining diverse, talented and high-performing people who support and develop one another.

HM Treasury is a [Disability Confident Leader](#). This means we've been recognised as an employer which is confident and leading the way in recruiting and retaining staff with disabilities. We will offer an interview to any applicants with a disability who have indicated they wish to take part in the disability confident scheme, provided they meet

the essential criteria for the post set out in the person specification.

If you need any reasonable adjustments to take part in the selection process, please tell us about this in your online application form. If you would like to speak to the recruitment team regarding this, you can contact them on [hrrecruitment@hmtreasury.gov.uk](mailto:hrrecruitment@hmtreasury.gov.uk) or 020 7270 6000 (Option 3, Option 1).

#### Applicant Eligibility:

**External competition** – This post is subject to full open competition and will be advertised internally and externally via Civil Service Jobs Online and a media advert where appropriate. All are eligible to apply.

Civil Servants who have a current disciplinary warning are not able to apply for roles on promotion in HM Treasury, but can apply for roles on level transfer. This does not apply where an investigation is ongoing.

If in doubt about your eligibility to apply for this post, please contact HR Recruitment on: 020 7270 6000 (Option 3, Option 1) for further advice.

#### Interview

At the interview stage, applicants for this post will be assessed against the following elements of the Success Profiles recruitment framework.

**Candidate guidance on Success Profiles, and how you will be assessed, is available here. E learning is available here**

#### Behaviours

Seeing the big picture	<input checked="" type="checkbox"/>
Changing and improving	<input type="checkbox"/>
Making effective decisions	<input checked="" type="checkbox"/>
Leadership	<input checked="" type="checkbox"/>
Communicating and influencing	<input checked="" type="checkbox"/>
Working together	<input checked="" type="checkbox"/>
Developing self and others	<input checked="" type="checkbox"/>
Managing a quality service	<input type="checkbox"/>
Delivering at pace	<input checked="" type="checkbox"/>

#### Strengths

The interview panel will ask you questions about what you enjoy doing and what you do well and often. When looking at your strengths, we want to find out whether you and the organisation and job are a good fit. By ensuring that the role is the right fit for you, you are more likely to enjoy it and perform well.

#### Technical skills

We may ask a technical questions to assess your ability to understand sophisticated financial arrangements and developing a strategic approach to implementing them.

## Experience

The interview panel will ask you questions about what you have previously achieved or your knowledge in a particular field. The questions will relate to the areas of work outlined in the 'key accountabilities' section above.

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