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# Chief Finance Officer

## Information Pack



# Welcome from the Director of Resources



**Ed Williams**

Croeso/Welcome,

Thank you for your interest in the role of Chief Finance Officer for the Senedd Cymru/Welsh Parliament.

The Senedd is at the heart of democracy and politics in Wales. The Senedd Commission's statutory responsibility is to provide property, staff and services required by the Senedd, to make it an effective parliamentary body that inspires the confidence of the people of Wales.

We are looking to appoint a Chief Finance Officer who will lead our statutory finance functions. The successful candidate will report to me and have a professional reporting line to the Chief Executive and Accounting Officer of the Senedd Commission. The successful candidate will also be a member of the Senedd Commission's Executive Board, which has strategic responsibility for ensuring that the Commission's Project budget is used effectively and efficiently. As a member of Executive Board, you will have a pivotal role reflective in advising on and approving the Commission's annual investment plans and for prioritising investment to best effect.

This is a stimulating position in a challenging but highly rewarding environment. It is important that we find an exceptional individual to take up this role and to help build on our success.

The next few years will be a period of significant change and investment as we 're-imagine' Commission services to meet changing ways of working and emerging needs of Members as we move towards the 7<sup>th</sup> Senedd.

Members are front and centre of all we do as the Commission. Our aim is to listen, understand and work with Members of the Senedd to provide the support that is necessary for them to undertake the crucial work that they do.

In discharging the Commission's functions, we provide a governance framework to guide the work of Commission staff and seek assurance that our Executive Team is provided with objective insight, and constructive challenge to ensure that governance arrangements are correct, effective, and appropriate.

In doing this, we want to foster an inclusive organisational culture, attracting and retaining the widest range of talent and ensuring that all our employees realise their full potential, irrespective of their background. We want our workforce to be more representative of all sections of society at all levels in the organisation.

We encourage applications from people at all stages of their career, from all backgrounds, communities and sectors. If you feel you can match our level of ambition, we look forward to receiving your application.

More information on the Senedd Commission and its finances can be found in our 2023-24 Annual Report and Accounts document and website.

### Annual Reports and Accounts 2023-24 Highlights (senedd.wales)



**Job Title:** Chief Finance Officer

**Salary:** The salary for the successful candidate will be based on the range £74,860-£90,068 (Executive Band 1 + Executive Board) and negotiable, subject to skills and experience.

**Relocation Costs:** up to a maximum of £8,000 may be available.

**Duration:** Permanent

**Service:** Financial Services

**Reporting to:** Director of Resources

**Location:** The location of the Senedd is in Cardiff Bay and the role is hybrid which offers a mix of a remote and office-based working, to coincide with Senedd Member attendance at the Senedd and other executive business activity. The post holder will be expected to work on-site 3-4 days a week during term time.

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**Pattern of Working:** This is a full-time post although flexible working arrangements will be considered, subject to meeting the needs of the Senedd and its Members.

**Security Clearance:** This position has been assessed as requiring a 'SC' level of security vetting. For candidates who do not currently possess this level of clearance, appointment would be subject to the successful completion of this level of security vetting.

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## About us:

The **Senedd** (Senedd Cymru or Welsh Parliament) is the democratically elected body that represents the interests of Wales and its people, makes laws for Wales (on matters not reserved to the UK Parliament), agrees Welsh taxes and holds the Welsh Government to account. It is a unicameral legislature comprising 60 members. The Senedd is legally separate from the Welsh Government. The Senedd will comprise 96 Members as from 2026.

The **Senedd Commission's** principal statutory function is to provide the Senedd with the staff, property and services required to fulfil its work and it may also exercise other functions, such as pay Members' salaries, allowances and pensions, and promote public awareness of the electoral system and system of devolved government. The Commission serves the Senedd to help facilitate its long-term success as a strong, accessible, inclusive and forward-looking democratic institution and legislature that delivers effectively for the people of Wales.

The Commission comprises the Llywydd (Presiding Officer) and four other Members appointed by the Senedd. The Commission is accountable to the Senedd for the exercise of its functions. This accountability is exercised in a variety of ways, including questions to the Commission for oral and written answer, the Finance Committee's scrutiny of the

Commission's budget, and scrutiny of the Principal Accounting Officer by the Public Accounts and Public Administration Committee.

## About the role:

For the role of Chief Finance Officer, we are seeking an exceptional candidate who will provide adept leadership, effective management, good strategic understanding coupled with attention to the key details, to take financial responsibility for the Senedd Commission budget and financial strategy.

You will report to the Director of Resources and have a professional reporting line to the Chief Executive/Accounting Officer of the Senedd Commission.

You will be an effective, collaborative team player, working with senior colleagues and your team to deliver a broad range of challenging, exciting corporate goals at a time of major change for the Senedd Commission.

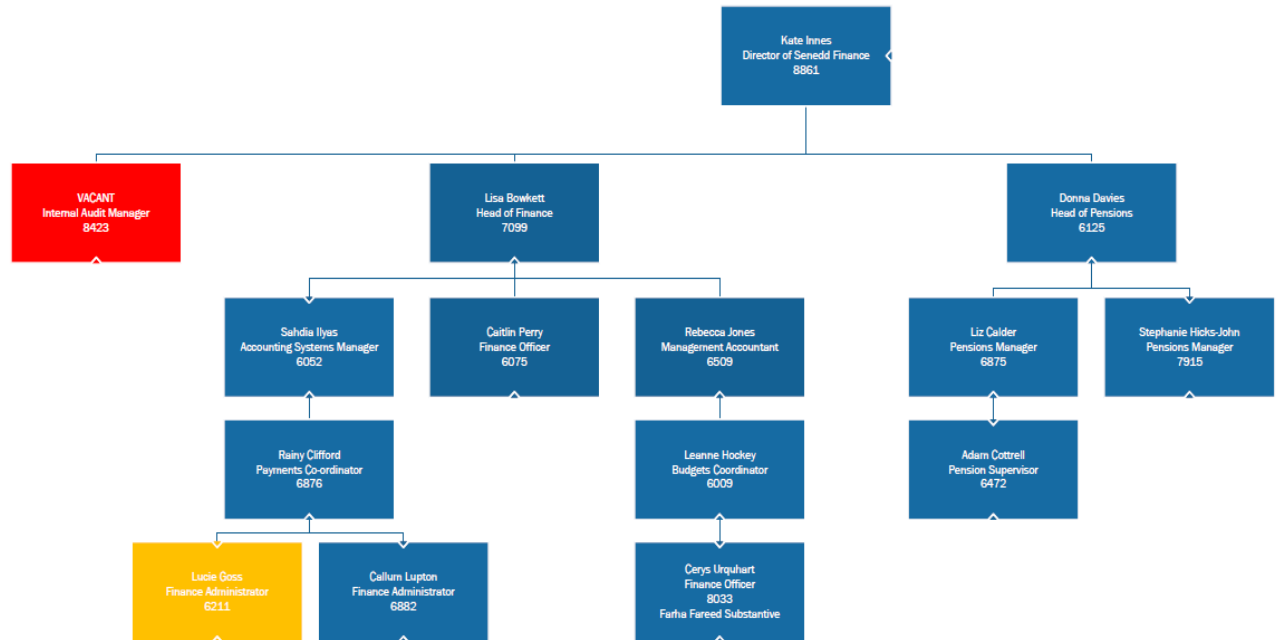
You will be responsible for maintaining oversight and control of financial management and the investment programme to ensure that the financial aspects of the Accounting Officer's responsibilities are discharged throughout the organisation. You will ensure that there is sufficient expertise and capacity within the Finance Team, supported by effective systems, to maintain a secure grasp of the organisation's financial position and performance.

The Chief Finance Officer will also be responsible for oversight of the Internal Audit function for the Senedd Commission.

You will lead the Financial Services team of 14 members of staff to ensure the development and implementation of robust financial governance and risk management, information and accounting systems, practices and procedures that reflect current best practice and deliver value for money. Working with your team leaders, you will continually develop and enhance the skills, experience and culture of the team, which already has an excellent reputation internally.

You will have three direct reports: – the Head of Finance, Head of Pensions and the Internal Audit Manager.

## Finance



### Key objectives:

- Works with the Chief Executive / Accounting Officer and Director of Resources to prepare the Senedd Commission's financial strategy, within the context of the organisation's Medium-Term Resourcing Framework.
- Works with the Director of Resources to develop the Senedd Commission's Medium-Term Resourcing Framework, which incorporates the Medium-Term Financial Plan.
- Provides financial planning and related ongoing advice for the Chief Executive and senior management including advising on investment of Commission resources, providing professional advice and meaningful financial analysis to enable timely and informed business decisions to be taken.
- Prepares draft and final budgets and annual accounts; attends the Senedd's Finance Committee and Public Accounts and Administration Committees annually to give evidence on these in a public scrutiny session.
- Member of the Leadership Team, Executive Board, attends meeting of the Commission (to advise the Llywydd and Commissioners as required on relevant matters) and the Commission's Audit and Risk Assurance Committee and chairs

the internal Portfolio Management Group, making recommendations on project prioritisations and resource allocations to the Executive Board

- Oversees the management of the accounting and financial reporting function.
- Challenges those responsible for the organisation's activities to account for their financial performance.
- Oversees the management of Internal Audit functions within the Senedd Commission.
- Delivers a strong focus on delivering value for money from the use of Senedd resources.
- Maintains financial control throughout the organisation by:
  - enforcing financial compliance while guarding against fraud and delivering continuous improvement in financial control;
  - applying strong internal controls in all areas of financial management, risk management and asset control;
  - establishing budgets, financial targets and performance indicators to help assess delivery.
- Leads on all corporate finance matters: managing policies regarding capital requirements, debt, taxation, and acquisitions, as appropriate.
- Ensures that the regulatory requirements of all statutory bodies in relation to financial affairs are met.
- Liaises with Audit Wales to ensure effective communication to facilitate financial transparency and compliance'
- Develops and maintains good, effective relationships with the members of the Senedd Audit and Risk Assurance Committee.
- Provides accountancy advice to the Trustees of the Senedd Members' Pension Scheme including the preparation of Fund accounts.

### **Executive Board Role**

- Strategic decision-making for all matters within the Chief Executive's delegated authority, and responsibility for the overall delivery of the organisation's goals and priorities.
- Ensuring that the Commission's resources are planned to meet known requirements, are allocated according to the Corporate Plan, Medium-Term Resourcing Framework and Change Strategy and are managed within agreed establishment and funding limits.
- Responsibilities for oversight of corporate change, projects and investment plans.

- Playing a leading role in developing and delivering the Commission’s major transformation programmes and future ways of working.
- Approval of all change within the Commission when such change impacts on the number of posts, requires reconsideration of the investment plan, introduces new risk to existing work or requires unplanned investment.
- Agreement of an annual change programme that identifies significant organisational changes and major projects requiring investment. Oversight of the programme to ensure that progress is being delivered, significant interdependencies and risks are addressed, that the impact on resources and BAU is understood and managed and that any need for intervention is identified early.
- Ensuring that appropriate governance, project and risk management and assurance arrangements are in place including the selection of senior responsible owners.
- Ensuring that good practice and lessons learnt are captured and are shared across the organisation.
- Ensuring that the benefits of change are clearly identified, measured and realised.
- Business Continuity, decision making, delivery and assurance that the Senedd can perform its functions of making the law and holding the Government to account.
- Health and Safety, decision making, delivery and assurance that the Senedd can perform its functions of making the law and holding the Government to account.
- Corporate Communication and Engagement.

## Job Specific skills and Competencies:

This section states which skills and experience are deemed to be essential for this role and also which are considered desirable.

You should refer to these job specific and desirable criteria in your covering letter.

### Job Specific criteria:

1. A qualified accountant (CCAB or equivalent—e.g., ACCA, ACA, CIPFA or CIMA).
2. Leadership and management experience gained at a senior level within either the private or the public sector, including experience of successfully delivering change programmes and large-scale projects.



3. Experience of working in a senior position in a Finance function; familiarity with public sector and resource accounting, together with the preparation of Estimates and Annual Financial Statements.
4. Extensive and up-to-date knowledge and understanding of accounting and reporting standards, relevant taxes (PAYE, VAT and corporation tax) and payroll and pensions legislation.
5. Understanding of central government accounting requirements, including Treasury and other related guidance.
6. Sound knowledge and understanding of the regularity and propriety issues facing public sector bodies.
7. A politically astute, influential, and credible communicator who can work collaboratively with colleagues of all levels.

### Desirable criteria:

1. Experience of working with elected Members and/or an appreciation of the political, constitutional and cultural context in which the Senedd Commission operates.
2. Experience of overseeing Internal Audit functions within a comparable organisation.

### Welsh language criteria:

The language skills for this post have been assessed as Courtesy Level Welsh. Candidates should have the ability to:

- Pronounce Welsh names, answer the telephone, greet people or make introductions bilingually.
- Understand and use proactively familiar, every day, expressions.
- Understand very short texts where people are giving basic information about themselves or others in correspondence, on forms or to interpret content using the technology available.

If the successful candidate does not possess these skills, they will receive training and will be expected to commit to learn during an agreed period.

Examples of what to expect for a courtesy level Welsh assessment are [provided on our resources web page](#)

## Level Competency Areas and Behaviours:

These are the specific competencies and behaviours that you will be expected to demonstrate in this role. You are encouraged to refer to these in broad terms in your covering letter. They will be explored further throughout the selection process.

### Leadership

- Proven experience in a senior leadership role with the ability to manage organisational change, motivate and develop a team and to engage with others across the organisation;
- A visible leader who inspires trust, takes personal responsibility for delivering results effectively and matches resources to business priorities;
- A leader who understands and is sensitive to the impact of change on internal and external stakeholders;
- Someone who encourages critical evaluation of current approaches and processes to identify optimal approaches and solutions to problems;
- Strong relationship building skills to manage a range of stakeholders, with the ability to work in a high pressure, political environment;
- Ability to manage budgets, securing value for money and efficiency;
- Ability to make a strong corporate contribution, as a member of the Management Board, to the leadership of the Senedd Commission;
- Ability to foster an organisational culture that is positive about change and committed to the delivery of the Senedd Commission's strategic goals.

### Strategic thinking

- Demonstrable ability to make a strong and constructive contribution to strategic planning and problem solving at board level;
- Understands the Senedd's priorities, wider policy environment and institutional constraints, and can translate these into an overall strategic direction for the Commission and its services;
- Can identify tensions, dependencies, set priorities and make trade-offs between different priorities and over different timescales.

### Communications

- Demonstrable ability to communicate strategic purpose and direction;
- First class oral and written communications skills which support strong corporate and team leadership;
- Ability to create and drive forward a culture that demands active, two-way engagement with all stakeholders including people within the organisation.

## Working With and Valuing Others

- Demonstrable ability to lead and develop high performing, innovative teams with a strong customer ethos;
- Ensures clarity of communication, purpose and process for all team members;
- Communicates face to face wherever possible and demonstrates genuine interest in team members as individuals;
- Coaches and mentors staff to fulfil their potential;
- Communication skills, tact and personal impact to win the trust and confidence of Members, other senior figures and teams.

## Learning and Improving

- Flair, creative thinking and the ability to manage change and considered risk;
- Demonstrates strong intellectual and analytical capability.

## Delivering Results to our Customers

- Demonstrates imagination and flexibility in on-going service development, with the aim that all who use Senedd services are delighted with the result;
- Commitment to provide support for Members, their support staff and all customers with equal objectivity.

## Development Opportunities Offered by the Post:

This is a unique opportunity to secure a senior role at the heart of Welsh democracy, helping to shape services and develop and maintain effective working relationships in a dynamic, political environment. The post holder will be a strategic operator and pivotal in the organisation's continuing evolution. You will also have access to continuing professional development and other learning opportunities whilst undertaking this role.

The post holder will be encouraged to take advantage of general and specific technical training and development opportunities relevant to the role as part of an ongoing programme of continuing professional development.

# Working at the Senedd

The Senedd is an exciting place to work. We have progressive policies and a commitment to training and development.

When you work here, you're entitled to:



- 31 days annual leave per year
- 11 days Public and Privilege holidays per year



- Incremental pay rise
- Principal Civil Service pension scheme



- Access to occupational health
- Access to Employee Assistance Programme
- Supportive work place equality networks



- Family friendly policies, including career break, part-time working, job share, term time working and special leave
- Generous maternity, foster, adoption, and shared parental leave

## Our Values:

Our values are part of everything we do. Together, we've created a set of values that celebrate the way we work together, and remind us of who we are and what we stand for.



### RESPECT

We are inclusive, kind, and value each other's contributions in delivering excellent services



### PASSION

We are purposeful in our support of democracy and pull together to make a difference for the people of Wales



### PRIDE

We embrace innovation and celebrate our achievements together as a team

## WE ARE ONE TEAM

We look forward to seeing how your values align with ours, so you can help nurture a positive and inclusive culture with us.

## Our official languages (Welsh and English):

We are fully committed to continuously enhancing and improving our exemplary bilingual services and to being a truly bilingual organisation so that Members of the Senedd, the public and staff can choose to work or communicate naturally in either or both of our official languages, with the use of both languages proactively encouraged and facilitated.

Though we do not require all our staff to be fluent in both our official languages, our expectation is that they are all committed to the delivery of services in both our official languages. To that extent, we expect all Senedd appointees to have, or to acquire during an agreed period, courtesy-level skills in Welsh. All posts are assessed in the context of the service area's ability to deliver bilingual services to our customers and some posts, therefore, require a higher level of Welsh to facilitate that, such requirements are expressed above.

## Diversity and Inclusion:

We want to foster an inclusive organisational culture, attracting and retaining the widest range of talent and ensures that all our employees realise their full potential, irrespective of their background. We want our workforce to be more representative of all sections of society at all levels in the organisation.

We welcome applications from a diverse range of people, from all backgrounds and with many different skills, experience and perspectives. We particularly encourage applications from disabled people and people from ethnic minority communities, who are currently under-represented in our workforce. Find out more about our approach to diversity and inclusion on our [on our website](#).

All appointments will be made on merit.

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## Application Process

- Please apply by submitting a CV, and a supporting statement which outlines your motivation for applying for the role and how you meet the person specification (no more than four sides of A4 in length). Please ensure that you address the key requirements set out in the person specification. The competencies will be used as part of the assessment process.
- Please ensure any gaps in employment and education history are fully explained on your CV. We will verify this information during the recruitment process.
- Please include details of two referees (one should ideally be your current employer) we will only approach referees with your permission and if you are shortlisted.

- Please complete the Equal Opportunities monitoring form when you upload your details. We are keen to ensure that all our jobs are accessible to all members of the community and use this data to monitor our progress in doing this.
- Please make sure you return your application by the closing date as stated below.
- No applications will be accepted once long listing for the post has begun.
- Following long listing you will be contacted directly by the resourcing team to update you on the status of your application.

To find out more information or to apply please go to the following portal:

<https://execroles.penna.com/>

## Timetable

- Closing date – Wednesday 13 November 2024
- Preliminary Interviews – week commencing 18 November 2024
- Final Interviews: - Friday 6 December 2024

After the closing date, the appointment panel shall compile a shortlist, assessing candidates' suitability for the role based on evidence provided in the CV and supporting statement.

If you would like an initial discussion about this role, please contact our recruitment partners at Penna, Andrew Tromans 07805 226301 or email

[andrew.tromans@penna.com](mailto:andrew.tromans@penna.com)