

# Guide for Applicants

## Finance and Procurement Officer

### Key dates for applicants:

Closing date: 12:00pm, Tuesday 5 November 2024.

Interviews will take place w/c 11 November 2024.



## Contents

Prior to completing the application form, we recommend that applicants familiarise themselves with the contents of this guide, which includes:

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# 1. Message from John French, Chief Executive

Dear Applicant,

Thank you for taking the time to read this Guide for Applicants.

This is an exciting time to join us, as we are expanding as an organisation so that we can fully support Northern Ireland in meeting the challenges of climate change, the cost-of-living crisis and ensuring the continuity of energy and water supplies.

Electricity, gas and water are essential services that support all homes and businesses in Northern Ireland. As an economic regulator, it is our role to enable, incentivise and hold energy and water companies to account for providing the very best levels of service and price for consumers both now and in the future.

We are ambitious about the future of the Utility Regulator. It is essential that we can enthusiastically and professionally support Northern Ireland in its transition to a net-zero carbon economy, whilst ensuring affordable and good quality electricity, gas and water services for all.

We want the Utility Regulator to be the best possible organisation to work for. We need passionate people who have the skills, potential and motivation to make a difference to the lives of people in Northern Ireland and its economy. We are looking for people who share these goals and will pursue these with the highest standards of professionalism. For the Utility Regulator to be successful, we will recruit the best candidates from a range of diverse backgrounds. If you strive to provide the highest levels of service for the greater good and your professional values accord with our organisational values, working here will be exactly what you are looking for as the next step in your career path.

We are an employer of choice and are committed to staff wellbeing, inclusion and excellence. Over the last three years we have been awarded Best Companies 'Ones to Watch Good to Work For' status. We have also been successful in gaining the Investors in People Silver award, together with the Diversity Mark and Disability Confident: Committed accreditations.

Working as a Finance and Procurement Officer within the Utility Regulator, you will play a key part in providing operational support within the Finance Team, primarily with processing supplier invoices and payments, assisting with the month-end accounts process and providing procurement support.

This is a permanent, full-time role, although flexible working (including part-time working) will be considered. Thank you for your interest in joining the Utility Regulator. We very much look forward to receiving your application.



**John French, Chief Executive**

## 2. About the Utility Regulator

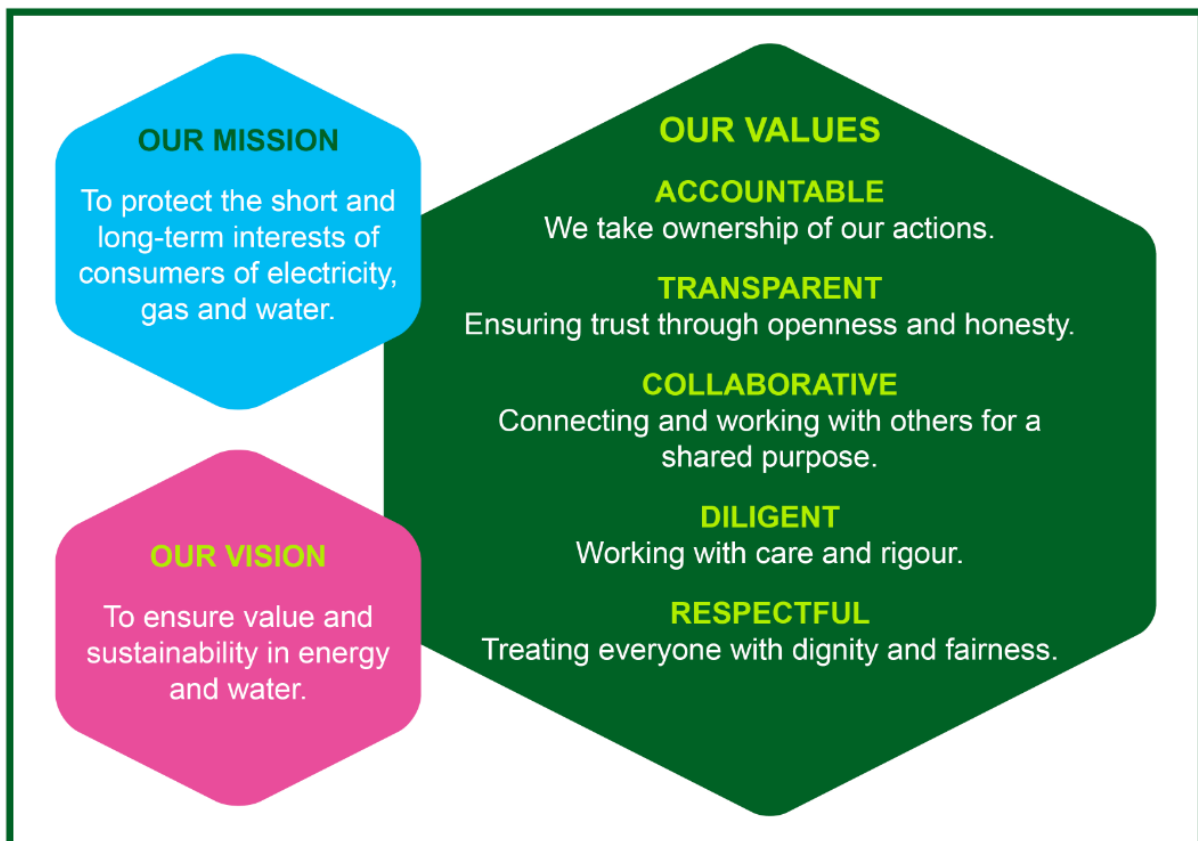
The Utility Regulator (UR/our/we) is the independent non-ministerial government department responsible for regulating Northern Ireland's electricity, gas, water and sewerage industries, to promote the short and long-term interests of consumers.

We are not a policy-making department of government, but we make sure that the energy and water utility industries in Northern Ireland are regulated and developed within ministerial policy as set out in our statutory duties.

We are governed by a Board of Directors and are accountable to the Northern Ireland Assembly through financial and annual reporting obligations.

We are based at Queens House in the centre of Belfast. The Chief Executive and two Executive Directors lead teams in each of the main functional areas in the organisation: CEO Office; Price Controls; Networks and Energy Futures; and Markets and Consumer Protection. The staff team includes economists, engineers, accountants, utility specialists, legal advisors and administration professionals.

### Our mission, vision and values



### Our diversity statement

**Be UR Self**

We recognise and value that everyone is unique and that we all have different minds. We want to celebrate your difference so that we can harness your unique talent. To that end, we are a diverse and inclusive organisation as we put the 'you are' into 'UR'. Our success is based on the diversity and uniqueness that each of us brings and on the willingness of staff to accept and value one another. This approach helps us protect consumers by making a positive difference to all households and businesses in Northern Ireland.

**Equality welcoming statement**

Northern Ireland continues to have an under-representation of women across STEM (Science, Technology, Engineering and Mathematics) industries. We are an equal opportunities and 'Disability Confident' employer. As people with a disability, people from ethnic minority communities and women are currently under-represented in our workforce, we would welcome applications from these groups.

**What we do**

Our statutory objectives are to:

- Protect the short and long-term interests of electricity, gas, water and sewerage consumers with regard to price and quality of service;
- Promote a robust and efficient water and sewerage industry, where appropriate, to deliver high quality services;
- Promote competition, where appropriate, in the generation, transmission and supply of electricity; and
- Promote the development and maintenance of an economic and coordinated natural gas industry.

Our work involves:

- Issuing and maintaining licences for gas, electricity, and water companies to operate in Northern Ireland;
- Making sure that these companies meet relevant legislation and licence obligations;
- Challenging these companies to keep the prices they charge as low as they can be;
- Encouraging regulated companies to be more efficient and responsive to customers;
- Working to encourage competition in the gas, electricity, water, and sewerage services markets;
- Setting the standards of service which regulated companies provide to customers in Northern Ireland; and
- Acting as an adjudicator on certain customer complaints, disputes, and appeals.

We hold concurrent competition law powers and are Northern Ireland's competition authority for its electricity, gas, water and sewerage industries. We have quasi-

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judicial powers to determine certain complaints, disputes and appeals.

In order to help us protect the interests of electricity, gas and water consumers in Northern Ireland, we work with a range of partner organisations. These include:

- Northern Ireland Executive and Assembly;
- Northern Ireland government departments;
- Energy and water utility companies;
- The Consumer Council for Northern Ireland;
- Government departments and bodies in Great Britain and Ireland, including Ofgem, Ofwat, the Water Industry Commission for Scotland and the Commission for Regulation of Utilities; and
- Non-governmental organisations.

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### 3. About the role

**Role:** Finance and Procurement Officer  
**Directorate:** Chief Executive Office  
**Line manager:** Finance and Procurement Analyst

#### Terms and conditions:

**Contract:** Permanent. Flexible working arrangements will be considered.  
**Hours:** 37 hours per week.  
**Salary:** £31,690 to £34,695 per annum  
**Pension:** Northern Ireland Civil Service (NICS) pension arrangements.  
**Holidays:** 25 days per annum (rising to 30 days after two years), and an additional 12 public and privilege days.

**We may create a reserve list from this competition to fill any additional suitable similar roles.**

#### Role purpose

Working as a Finance and Procurement Officer within the Utility Regulator, you will play a key part in providing operational support and assisting with month-end accounts processes within the Finance Team. You will be responsible for the processing of all supplier invoices and payments, ensuring all necessary supporting information is in place and the required approvals are obtained. You will play a role in scrutinising and challenging invoices, and will effectively resolve invoice queries on a timely basis, and as a result, engagement with a wide range of stakeholders will be a necessary part of the role.

You will also have a role in the development, implementation and communication of finance policies and procedures. You will monitor staff adherence to the relevant policies and provide advice and guidance as required.

In addition, you will have a support role within the procurement function that sits within the Finance Team. This will involve helping to maintain a contracts database, administering the procurement email inbox and uploading of tenders through the etenders system.

You also will assist in supporting the Finance Team in other duties as required.

This role will require a well-organised individual who is used to prioritising work to meet deadlines, can work on their own initiative, work collaboratively in a professional manner with strong attention to detail and has excellent organisational skills.

#### Main responsibilities

The main responsibilities of the role are set out below. **Please note that this list is not exhaustive and will change over time according to organisational need and evolution:**

- Display the values of the Utility Regulator and the Northern Ireland Civil Service's Code of Ethics.
- Support the Chief Executive, Board and Senior Leadership Team of the Utility Regulator.
- Support the Finance and Procurement Manager and wider team in the implementation, production, maintenance and improvement of all financial, procurement, fraud and risk management related processes, in line with recognised best practice, including guidance from HM Treasury and Department of Finance (DoF). For this role, this will include:
  - Management of the accounts inbox, ensuring prompt processing of all invoices and employee claims submitted to the Utility Regulator for payment.
  - Undertaking a review of all invoices submitted, checking against supporting information, including contract documentation.
  - Completing the necessary forms to seek approval for invoices and securing the required approvals in line with the Utility Regulator Scheme of Delegation.
  - Processing of payment runs and ensuring undisputed invoices are processed within 10 working days of receipt.
  - Reviewing invoice 'on hold' reports and following up on any outstanding invoices.
  - Resolving disputed invoices with the contract manager and/or supplier.
  - Preparing and processing journals on the finance system.
  - Monitoring staff compliance with the relevant finance policies and assisting in the development, implementation and communication of new or updated policies.
  - Processing of all credit card transactions, carrying out monthly reconciliations within the agreed timeframe. This will include ensuring credit card journals are prepared and posted to the finance system in time for system closure and all back up documentation is obtained, and transactions signed off in line with procedures.
  - Managing the procurement inbox and maintaining the contracts register, at all stages of the procurement process.
  - Assisting with the upload of tenders to the etenders system.
  - Raising and issuing of sales invoices as required.
  - Assisting with month-end accounts processes and reconciliations, including the identification of accruals and prepayments.
  - Contributing to the completion of internal and external audits and assisting in the implementation of any subsequent recommendations.
- Build and maintain constructive relationships with a broad range of internal and external stakeholders of the Utility Regulator at all levels, whilst ensuring any conflicts are proactively and effectively resolved.
- Support the risk management strategy and processes which includes the identification and mitigation of risks and business continuity planning.
- To assist in strengthening the profile, reputation and relevancy of the Utility Regulator to staff, consumers, stakeholders and industry.
- To promote a culture of openness, inclusiveness and transparency across all aspects of the Utility Regulator's operational activity and service delivery.
- Fulfil and actively contribute to the values of the Utility Regulator.



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**This list is not exhaustive and the successful candidate will be required to carry out other duties as allocated by management. This may include assisting with payroll processing.**

Our statutory remit and organisational structure are continuing to evolve. It is therefore quite possible that the scope of the advertised role will evolve with consequential changes to the job description.

## 4. Selection criteria

### Essential criteria (for all candidates)

Please note that you will be required to **demonstrate fully** the following essential criteria (1-6) on the **application form** to be shortlisted for the next stage of the process.

1. One of the following qualifications: Accounting Technicians Ireland (ATI)/ Association of Accounting Technicians (AAT) qualified/Associate Chartered Accountant (ACA), Association of Chartered Certified Accountants (ACCA), Chartered Institute of Management Accountants (CIMA) part qualified (or equivalent) and at least two years' relevant demonstrable experience in a similar role.
2. Demonstrable experience of personal responsibility for processing invoices and automated payments, including scrutiny and challenge of invoices, within a tight deadline.
3. Demonstrable experience of implementing and adhering to internal processes and procedures and communicating these across the organisation.
4. Proven experience of working with computerised finance systems, including automated payment processing, and the ability to demonstrate a good knowledge of other packages, particularly Excel.
5. Demonstrable experience of building constructive and collaborative relationships with a diverse range of stakeholders, both internal and external, to successfully deliver organisational objectives.
6. Ability to demonstrate an understanding of and commitment to workplace values that align to those of the Utility Regulator. (Our mission, vision and values can be found on page 4 of this pack.)

### Desirable criteria

In the event of a large number of applicants, the following desirable criteria will be used as further shortlisting criteria. This criterion **should be demonstrated on the application form** and may be tested further at the interview stages.

1. Experience of using 'Sunsystems' finance system.
2. Experience of working within a procurement function.
3. Experience within a public sector finance function.

### Key skills and competencies

In addition to satisfying the above essential criteria, **applicants will be expected to display the following competencies and skills at interview and assessment stages.**

Professional knowledge/skills	<ul style="list-style-type: none"> <li>• Ability and willingness to build relevant knowledge and skills.</li> <li>• Strong digital skills and IT skills.</li> <li>• Ability to take a high degree of individual responsibility and deliver with limited supervision and diligence.</li> </ul>
Analytical rigour	<ul style="list-style-type: none"> <li>• Highly proficient in the use of Microsoft Excel for financial analysis and reporting.</li> </ul>

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	<ul style="list-style-type: none"> <li>• High-level of attention to detail and accuracy.</li> </ul>
Governance	<ul style="list-style-type: none"> <li>• Ability to apply best practice and work within organisational legal and governance requirements.</li> <li>• Ability to identify and mitigate risks.</li> </ul>
People	<ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills.</li> <li>• Positive and proactive alignment with the Utility Regulator's values.</li> <li>• Ability to work positively and collaboratively with individuals and in teams.</li> </ul>
Relationship management	<ul style="list-style-type: none"> <li>• Ability to positively challenge and resolve conflicts proactively and effectively to obtain a satisfactory resolution/outcome.</li> <li>• A proactive, collaborative, and flexible attitude, with ability to work in partnership with internal and external stakeholders.</li> </ul>
Strategic thinking and delivery	<ul style="list-style-type: none"> <li>• Ability to take personal ownership of work streams and drive forward to conclusion with minimum supervision.</li> <li>• Ability to think creatively, to innovate and resolve problems.</li> </ul>
Managing resources	<ul style="list-style-type: none"> <li>• Strong organisational and time management skills to balance priorities effectively and meet deadlines.</li> <li>• Ability to enhance processes for improvement whilst ensuring conformity to applicable statutory and regulatory requirements.</li> </ul>

### Competency Framework

You may wish to consider the Utility Regulator's Competency Framework when completing your application. A copy can be downloaded alongside this recruitment pack.

## 5. The recruitment and selection process

### How to apply

Completed application forms must be received by **12:00pm, Tuesday 5 November 2024**.

Please submit your application by email, in **MS Word** format. A typed or scanned signature will be accepted. Please submit your completed equal opportunities monitoring form in a separate email labelled clearly 'Monitoring Form' in the subject line.

**The onus is on you to ensure your application is received before the closing date. We will use the time it is received according to our computer systems, not the time sent from your email account.**

Applications and queries must be emailed to [recruitment@uregni.gov.uk](mailto:recruitment@uregni.gov.uk).

If you have a disability and require assistance, we will facilitate this on request. If you wish to receive this information pack in an accessible format, please advise of your requirements as soon as possible as the closing date is the same for all applicants.

### Monitoring Form

We monitor applications for employment in terms of community background, sex, disability and race. You should note that this information is regarded as part of your application and failure fully to complete and return it will result in disqualification.

The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) Order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

We are committed to equality of opportunity and welcome applications from all suitably qualified applicants irrespective of age, sexual orientation, marital status/civil partnership, dependants, religious belief, political opinion, gender reassignment, race, sex or disability.

### Job applicant's privacy notice

We are the data controller for the personal information you provide as an individual seeking employment. This means we determine the purposes for which, and the manner in which, any personal information relating to your application and the recruitment procedure generally is processed. We are required under the General Data Protection Regulation (GDPR) to notify you of the information contained in our Job Applicant's Privacy Notice. This notice describes how we collect and use personal information during the recruitment process and afterwards in accordance with GDPR and can be downloaded, in full, from [www.uregni.gov.uk/publications/gdpr-privacy-notices](http://www.uregni.gov.uk/publications/gdpr-privacy-notices).

## Applications

In order to help you make this application and ensure that each applicant is provided with the same opportunity, the following advice is offered:

- Do not use acronyms, complex technical detail, etc. Write for the reader who will probably not know your employer or your job. Include concise examples and be sure you can expand on these at interview.
- Listing the titles of the various jobs which you have held will not show how you meet the criteria. The panel will not make assumptions about skills and experience gained from these or the nature/name of the organisation.
- Write down clearly your personal involvement in any experience you quote. Write 'I' statements, for example, I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out the piece of work that the panel will be interested in.
- Identify relevant examples – this is very important as examples you provide may be checked out at interview and you need to be prepared to talk about them in detail if invited to interview. It is your unique role the panel is interested in, not your team's.

An application form is designed to ensure you provide the necessary information to determine how you meet the eligibility/short listing criteria required for this post. The panel may decide to interview only those applicants who appear, from the information provided on your application, to be most suitable in terms of relevant experience and ability.

Please note to ensure equality of opportunity for all applicants:

- On the application form you have been advised of the maximum space available for each question. This is the same for all applicants and must not be altered (except to delete spaces created when you type in your answer);
- CVs, letters, additional pages or any other supplementary material in place of, or in addition to, completed application forms will not be accepted;
- Information in support of your application will not be accepted after the closing deadline. Incomplete application forms will not be considered. Application forms received after the closing deadline or reformatted will not be accepted;
- Please note that the time of receipt of emailed applications will be defined by our computer systems, not the time and date sent; and
- Only details provided by you on your application form (employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining eligibility and shortlisting for the post.

## Assessing your application

After the closing date, the first stage in the selection process will be a sift of completed application forms against the essential criteria. You must demonstrate on the relevant page of the application form how you meet each criteria stated. If you do not fully demonstrate by example how you meet each of the criteria, you will not progress to the next stage. Please note, where the criteria requires experience for a minimum length of time, the panel will not refer to the employment history section to demonstrate this. You must state the dates in your answer.

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You will be notified of the outcome (successful/unsuccessful) by email.

### Interview

Following shortlisting, it is intended that the selection process will involve an interview against **the criteria, key skills and competencies** for the role. Panels may test any aspect of either the essential criteria or key skills.

Additional selection stages may be needed. We intend that the assessment and interview process will take place at Queens House in Belfast. You will be informed of assessment and interview arrangements closer to the time and notified of the outcome (successful or unsuccessful) by email.

### Disability requirements at interview

We ask on this application form if you require any reasonable adjustments (special requirements), due to disability, to enable you to attend interview. Details of any disability are only used for this purpose and do not form any part of the selection process.

If you have indicated that you have a disability and are successful in the selection process and being considered for appointment, you may be required to outline any adjustments you consider needed to take up an appointment. If you wish to discuss your disability requirements further, please email [recruitment@uregni.gov.uk](mailto:recruitment@uregni.gov.uk).

### Further information

Further information about the work of the Utility Regulator can be found at [www.uregni.gov.uk](http://www.uregni.gov.uk).

Should you have any further queries about the recruitment and selection process then please email [recruitment@uregni.gov.uk](mailto:recruitment@uregni.gov.uk).

### Checklist for applicants

- Application Form (emailed by closing date).
- Equality Monitoring Form (emailed in a separate email).

## 6. Benefits of working for us

These headline terms will be included (amongst others) in a written contract of employment.

### Key employee benefits

#### Your salary

The starting base salary will be in the range of £31,690 to £34,695 per annum. You will be paid monthly in arrears via Bankers Automated Clearing Service (BACS).

#### Your pension

If you are successful, you will be employed as a civil servant and, as such, automatically enrolled into the NICS pension arrangements. **Employer's contribution for this salary range is 34.25%.** This is a generous, defined benefit pension scheme. Information about pensions can be found at [www.finance-ni.gov.uk/topics/working-northern-ireland-civil-service/civil-service-pensions-ni](http://www.finance-ni.gov.uk/topics/working-northern-ireland-civil-service/civil-service-pensions-ni)

#### Your holiday entitlement

Holiday entitlement will be pro-rated based on **25 days per annum (increasing to 30 days after two years' continuous service) and 12 public and privilege holidays.** If, in your current role, you have already attained 30 days' leave by dint of service with the Northern Ireland or Great Britain Civil Service, your entitlement will be 30 days from your start date (pro-rated).

#### Non-salary benefits

We offer a range of non-salary benefits including a supportive family friendly environment, flexible working in a hybrid setting, generous leave including special leave, maternity/paternity entitlement, wellbeing and employee programme (Inspire), supported learning and development, Cycle to Work Scheme, season ticket loan, payroll giving, volunteering opportunities and a culture that supports diversity and inclusion.

#### Hours of work

**This is a full-time appointment, however, flexible working arrangements will be considered.** Our offices are open for business between 7am and 7pm (Monday to Friday). Due to the nature of your position, you may be required to work such additional hours, over and above your standard hours, (37 hours excluding meal breaks) as necessary for the proper fulfilment of your duties for which no additional payment will be made.

#### Place of work

If appointed, you will be our employee and based at Queens House, Queen Street, Belfast. We operate a hybrid working pattern, which is an average of 40% of all staff working hours to be in person with colleagues, either on-site at Queens House or on official business. This hybrid working pattern is subject to business need. The home working element of hybrid working is voluntary and while you may opt to be office based, we welcome applicants whose circumstances lend themselves to a degree of remote working.



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### Mobility

Excluding secondment opportunities, employment does not confer any right of mobility or transfer to a position in any other part of NICS (including any government department or agency) or to any non-departmental public body or other public body.

### Probationary period

There will be a probationary period of six months and continued employment is dependent on the outcome of this. During the probationary period, your performance will be regularly monitored and we reserve the right to extend it for such further period or periods as considered reasonably necessary to assess your performance further.

### Additional information

If you are being considered for appointment, we will ask you to complete the AccessNI application form for a **basic disclosure certificate**. Full details will be provided with an offer of employment. Instructions can be found at [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni).

You should not be put off applying because you have a conviction. We deal with all criminal record information in a confidential manner and information relating to convictions is destroyed after a decision is made. Criminal record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

As a Utility Regulator employee, you will be subject to various office policies, for example, rules on shareholdings, conflicts of interest and future appointments.

### Proof of Right to Work in the UK and visa conditions

As part of our pre-employment checks, we are required by law to verify your right to work in the United Kingdom. The following conditions related to your employment with the Utility Regulator are detailed below.

You must provide satisfactory evidence of your right to work in the United Kingdom prior to commencing employment. Acceptable documents include, but are not limited to:

- A valid passport.
- National identity card or Home Office registration certificate.
- United Kingdom Border Agency work document if you need permission to work.

Employers can face unlimited fines if they employ illegal workers and need to make sure that no one they employ is working in the United Kingdom illegally. However, to protect themselves against discrimination laws they should treat all job applicants equally. So don't be offended if you're asked to prove your nationality, as all those who are made an offer of employment will be asked to provide proof of right to work. Please refer to the Home Office guidelines for a complete list of acceptable documents.

If your right to work in the United Kingdom is based on a visa or work permit, any



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future offer of employment is conditional upon:

- You providing a copy of your valid visa or work permit.
- The duration of which your visa or work permit covers.
- You maintaining your right to work status throughout your employment.

For further support on working in Northern Ireland, please visit [www.nidirect.gov.uk/articles/working-northern-ireland](http://www.nidirect.gov.uk/articles/working-northern-ireland) or [www.gov.uk/browse/visas-immigration/what-you-need-to-do](http://www.gov.uk/browse/visas-immigration/what-you-need-to-do)

**Please note that, if your application is shortlisted for interview, you will be asked to provide one of the above documents. Should you fail to do so, you may not be eligible to proceed. The successful candidate will be required to produce the same document in its original format before commencing employment.**