

Head of Finance – Recruitment and Selection Proposal

Assessment Process Proposal:

For a role at this level it is suggested that the selection process takes place as follows:

Stage One – Application sift around PS elements around Experience, Knowledge, Skills/Aptitudes, Qualifications & Training, Attitude & Motivation and other elements.

Stage Two – Assessment centre selection process to determine suitability of the candidates looking at in depth technical competency and behaviour and culture fit. Using a variety of methods to draw out the essential elements of the person specification.

Stage Three – SMAC Interview

Selection method as per person specification criteria:

	Essential	Desirable	Ascertained by
Experience	<ul style="list-style-type: none"> • Significant and relevant experience in a financial setting at a senior level within a large and complex organisation. • A strong track record in being innovative and results driven, leading others to innovate and change. • Commercially aware, with an understanding of how to maximise opportunities for growth and investment. • Experience of managing and improving financial processes and frameworks within a complex environment. • Experience of building high performing teams and providing inspirational leadership to the wider 	<ul style="list-style-type: none"> • Local Government and/or Public Sector experience. • Experience of working with Elected Members and of dealing with politically sensitive issues 	<p>Application form sift</p> <p>Assessment Centre Selection</p>

	Essential	Desirable	Ascertained by
	organisation that drive a high-performance culture.		
Knowledge	<ul style="list-style-type: none"> • Excellent knowledge & understanding of Financial Procedures • Knowledge and understanding of local government finance • Knowledge and understanding of the current Local Government landscape and the challenges facing Local Authorities in Wales. 	<ul style="list-style-type: none"> • Understanding of the wider social and economic environment within the Vale of Glamorgan 	<p>Application form sift</p> <p>Assessment Centre Selection</p>
Skills and aptitudes	<ul style="list-style-type: none"> • Excellent leadership skills, able to provide clarity to your team on the vision and purpose of their work. • Excellent analytical skills with the ability to interpret and deploy complex data and translate complex financial information • Strong track record of building and nurturing productive working relationships, able to influence at the most senior levels both inside and outside the organisation. • Ability to provide insight and strategic understanding around the financial landscape that aids understanding across the wider organisation. • Highly effective communication skills, able to influence others with impact and professional credibility. 		<p>Application form sift</p> <p>Assessment Centre Selection</p>
Qualifications and training	<ul style="list-style-type: none"> • Qualified Accountant belonging to a recognised Chartered Accountancy Body (CCAB) 		<p>Application form/Certificates/References</p>

	Essential	Desirable	Ascertained by
Attitude and motivation	<ul style="list-style-type: none"> • Highly motivated senior leader, able to act as a role model to team members and peers. • Adaptable and flexible to meet a variety of challenges • An inspiring leader, able to engage team members to deliver exceptional performance in a challenging environment • Innovative, change champion, who is happy to challenge the status quo to deliver on strategic objectives. • A passionate role model of the values of the Council. 		<p>Application form sift</p> <p>Assessment Centre Selection</p>
Other (please specify)	<ul style="list-style-type: none"> • Personal and professional credibility • Drive, energy and enthusiasm to sustain an extensive agenda • Capacity to work outside of normal office hours and attend evening meetings as and when required. • Ability to drive/travel throughout the Vale or between locations as appropriate 	<ul style="list-style-type: none"> • Ability to communicate through the medium of welsh or a willingness to learn to communicate in welsh. 	<p>Application form sift</p>

Detailed Breakdown of Assessment Approach

Stage	Approach	Purpose	Person Specification Criteria
Stage 1 Application Form Sift	Review of high level competency	Used to determine the high level competency of candidates and reduce the numbers to proceed to the next stages.	<ul style="list-style-type: none"> • Qualifications and training <ul style="list-style-type: none"> ○ Qualified Accountant belonging to a recognised Chartered Accountancy Body (CCAB) • Knowledge: <ul style="list-style-type: none"> ○ Excellent knowledge & understanding of Financial Procedures ○ Knowledge and understanding of local government finance ○ Knowledge and understanding of the current Local Government landscape and the challenges facing Local Authorities in Wales • Experience: <ul style="list-style-type: none"> ○ Significant and relevant experience in a financial setting at a senior level within a large and complex organisation. ○ A strong track record in being innovative and results driven, leading others to innovate and change to the changing ○ Commercially aware, with an understanding of how to maximise opportunities for growth and investment ○ Experience of managing and improving financial processes and frameworks within a complex environment. ○ Experience of building high performing teams and providing inspirational leadership to the wider organisation that drive a high-performance culture. • Skills and aptitudes: <ul style="list-style-type: none"> ○ Excellent leadership skills, able to provide clarity to your team on the vision and purpose of their work.

			<ul style="list-style-type: none"> ○ Excellent analytical skills with the ability to interpret and deploy complex data and translate complex financial information ○ Strong track record of building and nurturing productive working relationships, able to influence at the most senior levels both inside and outside the organisation. ○ Ability to provide insight and strategic understanding around the financial landscape that aids understanding across the wider organisation. ○ Highly effective communication skills, able to influence others with impact and professional credibility. ● Attitude and motivation: <ul style="list-style-type: none"> ○ Highly motivated senior leader, able to act as a role model to team members and peers. ○ Adaptable and flexible to meet a variety of challenges ○ An inspiring leader, able to engage team members to deliver exceptional performance in a challenging environment ○ Innovative, change champion, who is happy to challenge the status quo to deliver on strategic objectives. ○ A passionate role model of the values of the Council.
Stage 2 Selection Process			
Pre-Assessment Completed prior to the assessment day	Ability Test – Numerical Critical Reasoning (£40 + VAT per person)	Numerical Critical Reasoning measures the ability to manipulate and integrate complex numerical, financial and graphical data. Specifically designed for the assessment of very high potential graduates, managers and professionals. <i>CAN BE USED TO DETERMINE IF CANDIDATE PROCEEDS TO NEXT STAGE</i>	<ul style="list-style-type: none"> ● Skills and Aptitude: <ul style="list-style-type: none"> ○ Excellent analytical skills with the ability to interpret and deploy complex data and translate complex financial information ○ Ability to provide insight and strategic understanding around the financial landscape that aids understanding across the wider organisation.
	Ability Test – Verbal Critical Reasoning	Verbal Critical Reasoning measures the ability to identify logic or the lack of it in complex verbal information. Specifically designed for the	<ul style="list-style-type: none"> ● Skills and aptitudes: <ul style="list-style-type: none"> ○ Highly effective communication skills, able to influence others with impact and professional credibility.

	(£40 + VAT per person)	assessment of very high potential graduates, managers and professionals. <i>CAN BE USED TO DETERMINE IF CANDIDATE PROCEEDS TO NEXT STAGE</i>	
	Psychometric Test – Managerial and Professional Profile (£80 + VAT per person)	This psychometric test looks at 19 personality factors related to management and leadership; the report provided will give areas and questions to explore at interview. <i><u>NOT USED TO DETERMINE IF THE CANDIDATE CAN PROCEED TO THE NEXT STAGE BUT TO DRIVE DIRECTION OF INTERVIEW</u></i>	<ul style="list-style-type: none"> • Skills and aptitude: <ul style="list-style-type: none"> ○ Excellent leadership skills, able to provide clarity to your team on the vision and purpose of their work. ○ Strong track record of building and nurturing productive working relationships, able to influence at the most senior levels both inside and outside the organisation. ○ Highly effective communication skills, able to influence others with impact and professional credibility. • Attitude and motivation: <ul style="list-style-type: none"> ○ Highly motivated senior leader, able to act as a role model to team members and peers. ○ Adaptable and flexible to meet a variety of challenges ○ An inspiring leader, able to engage team members to deliver exception performance in a challenging environment ○ Innovative, change champion, who is happy to challenge the status quo to deliver on strategic objectives. ○ A passionate role model of the values of the Council.
Assessment Day	E-tray Activity (£35 + VAT per person)	E-Tray Activities are used to explore cognitive competences such as planning, strategic and operational awareness, problem solving and decision making.	Dependant on the task
	Presentation	Individuals asked to deliver a presentation on a suitable topic to draw out key requirements.	Dependant on the task

		<p>Topics could include – first 30/60/90 days in the post; Recommendations to improve the function; opportunities for investment and improvement.</p>	
	<p>Competency Based Interview</p>	<p>Competency Based Interview drawing out past deliverables against the key competencies for the role.</p> <p>Suggested approach would be to have 3-4 questions asked of all candidates and the remaining questions would be derived from the Psychometric results to explore individuals strengths and weakness.</p>	<ul style="list-style-type: none"> • Experience: <ul style="list-style-type: none"> ○ Significant and relevant experience in a financial setting at a senior level within a large and complex organisation. ○ A strong track record in being innovative and results driven, leading others to innovate and change. ○ Commercially aware, with an understanding of how to maximise opportunities for growth and investment. ○ Experience of managing and improving financial processes and frameworks within a complex environment. ○ Experience of building high performing teams and providing inspirational leadership to the wider organisation that drive a high-performance culture. • Skills and aptitudes: <ul style="list-style-type: none"> ○ Excellent leadership skills, able to provide clarity to your team on the vision and purpose of their work. ○ Excellent analytical skills with the ability to interpret and deploy complex data and translate complex financial information ○ Strong track record of building and nurturing productive working relationships, able to influence at the most senior levels both inside and outside the organisation. ○ Ability to provide insight and strategic understanding around the financial landscape that aids understanding across the wider organisation. ○ Highly effective communication skills, able to influence others with impact and professional credibility. • Attitude and motivation:

			<ul style="list-style-type: none"> ○ Highly motivated senior leader, able to act as a role model to team members and peers. ○ Adaptable and flexible to meet a variety of challenges ○ An inspiring leader, able to engage team members to deliver exception performance in a challenging environment ○ Innovative, change champion, who is happy to challenge the status quo to deliver on strategic objectives. ○ A passionate role model of the values of the Council.
Stage 3 – SMAC Interview	Member Interview	Opportunity for the Members to interview the candidates scoring highest in Stage 2.	<ul style="list-style-type: none"> ● Knowledge, Skills and Behaviour discussion.