



Northern Ireland

Civil Service

Deputy Principal Accountant

IRC270250

Completed application forms must be submitted to HRConnect no later than 12 noon (UK time) **on Friday 3rd December 2021.**

Please retain a copy of this booklet for your reference throughout the selection process.

Candidate Information Booklet

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KEY INFORMATION

The Northern Ireland Civil Service (NICS) are looking for Deputy Principal (DP) Accountants. Good financial management is a high priority for all government departments and financial expertise is one of the key skills. Working in a government department/agency you will be offered interesting and inspiring work that will test your technical, management and people skills.

KEY BENEFITS

- An opportunity to earn £39,748 - £42,639. Starting salary will always be at the minimum of the scale
- 25 days annual leave, rising to 30 days after five years' service
- 12 bank and public holidays each year
- Opportunity for career progression
- Access to an attractive pension scheme.

Excellent training and career development opportunities plus an attractive benefits package, including flexible working arrangements will enable you to enjoy a good work / life balance and a rewarding career with Northern Ireland's largest employer.

Most of the posts will be based in the Greater Belfast area, including Bangor. However, posts may also be available in other locations throughout Northern Ireland.

See pages 10-13 for the complete Terms and Conditions.

To start the competition process, you are invited to complete the application form. See pages 19-27 for more information.

Following this an eligibility sift will be carried out. Please refer to pages 16-18 for Eligibility Criteria.

THE INTERVIEW

If you pass the eligibility sift you will be invited to interview.

You will be asked questions and expected to answer with previous examples of work or situations you have been involved in. Don't be afraid to use examples from any previous experience you may have, including school, university, youth organisations, charitable work and previous employment. Remember this is an accountancy post you are applying for, expect questions that relate to that area.

Your interview will last 45 minutes and you will have six lead questions on six NICS core competencies with a minimum pass mark in 3 competencies and an overall minimum pass mark. Please read pages 19-23 for more detailed information.

FOREWORD

INTERESTED IN A CAREER IN ACCOUNTANCY?

Are you a career minded individual who has an accountancy qualification and sound technical abilities?

Do you possess these qualities?

- Strong technical knowledge and expertise with a commitment to keep up-to-date with accountancy developments;
- Strong decision making skills, particularly with increasing demands on public expenditure;
- Strong problem solving skills;
- Strong work planning and prioritisation skills and can work under pressure and prioritise tasks to meet deadlines;
- The ability to work within a team environment;
- The ability to deal tactfully and positively with a wide range of internal and external customers.

The Northern Ireland Civil Service is committed to delivering the highest standards of financial reporting and accountability. In addition like nearly every organisation, whether public, private or voluntary, it is faced with spending constraints over the coming years and meeting this challenge will require the support of the best financial professionals.

Excellent training and career development opportunities plus an attractive benefits package make for a rewarding career with Northern Ireland's largest employer.

Applications from Protestants, young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcome for this post. All applications for employment are considered strictly on the basis of merit.

We are looking for accountants who are highly motivated and can deliver results in a challenging and dynamic environment.

Thank you for your interest in these DP Accountant posts. On reading this information booklet, if you feel that you have the desire, skills, ability, experience and drive, I would be delighted if you would take the time to complete and submit an application form.

If you are successful you will join a team of accountancy professionals responsible for delivering key advice and support in one of the departments or its agencies.

Richard Pengelly

Richard Pengelly, NICS Head of Finance Profession

Who better to tell you about a job than the people already working there!

Quotes from existing Accountancy Staff:

"The NICS is a large and diverse organisation which provides for a career in accountancy which covers a broad spectrum of public services, allowing you to develop accountancy and management expertise combined with new experiences and learning new skills."

"I have found working in the NICS to provide a wide range of opportunities including working on Boards within Agencies, being able to specialise in areas such as Financial Accounts, Tax, Fraud and Debt management while also developing my senior management leadership skills to a point that I can excel in my career. I have also appreciated the investment in my skills with access to high quality training and mentoring to develop my own career in areas such as Leadership and Project Management."

"The programmes, projects or policies that you will enable (as part of the Finance profession) have the capacity to make life-long changes to our infrastructure, our environment and most importantly our people - often folks who have been most disadvantaged in our society."

Come and help us deliver a better Northern Ireland!!"

"After starting a family I realised that I needed a job that offered more flexible working conditions, so I left the private sector and joined the NICS as an accountant and haven't looked back since!"

"I would recommend a career in accountancy through the Civil Service due to the variety of finance experience that is available, the flexibility in working patterns and as the years go by, there is of course the pension benefits on retirement."

"The NICS provides many opportunities to work across a diverse range of areas, which creates a very interesting place to work. The roles are both challenging and rewarding, in being part of the wider public service."

"The NICS provides you with an opportunity to lead and demonstrate your skills, as well as learning new skills. The variety of accounting posts available includes the typical financial and management accounting, but also opportunities in financial systems, forensic accounting and insolvency. During my NICS career I have continued to gain new skills, e.g. completing a Masters' Degree in Leadership and Innovation in the Public Sector, while developing new areas of expertise."

Background



BACKGROUND

THE NORTHERN IRELAND CIVIL SERVICE

Strong financial management is critical to the achievement of optimum efficiency and value for money in the public sector.

Northern Ireland government departments and agencies produce annual commercial-style accounts based on International Financial Reporting Standards (IFRS), tailored for the specific accounting needs of government bodies.

Departments must plan, manage and account for public expenditure utilising financial reporting and management information systems. In addition, the implementation of wider developments in corporate governance and risk management has created an increasing focus within government on the area of systems and internal controls. In the current economic climate there is greater public scrutiny, making financial information more widely available.

There is also a need for finance professionals to take a leadership role alongside other senior colleagues in navigating through Covid-19 and New Ways of Working. Ongoing budgetary constraints and changes to financial processes will also require strong leadership and communication skills.

There are currently nine main Government departments and nine agencies in Northern Ireland, all with specific remits, and accountancy professionals are employed in each to help make the best use of their skills.

The Northern Ireland (NI) departments are:-

- The Executive Office
- Department of Agriculture, Environment & Rural Affairs
- Department for Communities
- Department of Education
- Department for the Economy
- Department of Finance
- Department for Infrastructure
- Department of Health
- Department of Justice

Non-ministerial government department:-

- Public Prosecution Service

Further information on the NI departments can be obtained on the NI Direct website: www.nidirect.gov.uk/articles/northern-ireland-executive.

The NI agencies are:-

- Driver Vehicle Agency
- Forest Service
- NI Courts and Tribunals Service
- Youth Justice Agency
- Forensic Science NI
- NI Prison Service
- Legal Services Agency
- NI Environment Agency
- NI Statistics and Research Agency

Learning, Training and Development

PERSONAL DEVELOPMENT

DEVELOPING AS AN ACCOUNTANCY PROFESSIONAL

You will be given guidance and support to help you do your work and also to develop a fuller awareness of the accountancy environment and how it meets the requirements of customers within the NICS.

In addition you will be required to continue your professional development as an accountant in order to be up to speed at all times with current and draft Accounting Standards.

The NICS is an accredited employer with ACCA, CAI, CIMA and CIPFA, allowing accountancy professionals to channel their career development needs through a single process.

Working in partnership with these bodies also validates that the training and development opportunities within the NICS are fit for purpose in our accountancy profession, building knowledge and skills for now and in the future.

STARTING WORK

At the beginning of your career as an accountant in the NICS, you will agree specific objectives with your line manager and identify subsequent development needs as part of your Personal Development Plan (PDP). These objectives will be reviewed and updated annually with your line manager. The setting of these clear objectives will help you, your manager and your team to align your actions to the strategic priorities and values of your department/agency.

Throughout your career you will be concentrating on the achievement of these objectives and will be given the necessary support to grow as an accountancy professional. This will enable you to apply for promotions and progress as opportunities arise.

LEARNING, TRAINING AND DEVELOPMENT ACTIVITIES

The NICS is fully committed to the training and development of its staff in line with business needs. A key part of being an accountant is learning on the job and building up knowledge and skills. Successful candidates will also have the opportunity to partake in a range of learning and development activities, which can include tutor-led, mentored and computer based training. Successful candidates will be required to participate in a full induction and training programme and be expected to maintain/extend their accountancy expertise.

MEASURING HOW FAR YOU HAVE COME

In order to track progress each member of staff will have a PDP which will be discussed and agreed between yourself and your line manager. You and your line manager will regularly assess your achievements against the targets in your annual PDP to evaluate your individual contribution.

Terms and Conditions

TERMS AND CONDITIONS

NUMBER OF POSTS

There are currently a number of full-time vacancies to be filled from this competition immediately.

In addition further appointments may be made from the competition should NICS DP Accountant positions become vacant.

SALARY

The starting salary for DP Accountant will always be at the minimum of the scale i.e. £39,748 per annum, rising to £42,639.

If the successful candidate is an existing civil servant, normal pay on promotion/re-grading arrangements will apply.

ANNUAL LEAVE AND PRIVILEGE HOLIDAYS

In addition to 12 public and privilege holidays, the annual leave allowance will be 25 days, rising to 30 days after five years' service.

WORKING PATTERN

Successful candidates will work five days a week in the department/agency. The standard hours of work are full-time: 37 hours per week, Monday to Friday.

The NICS operates, subject to business requirements, a flexi-time system which provides employees with flexibility over when they start and end their working day within core periods. It also allows employees to accrue flexi-hours as credits. These can be taken as flexi-leave in addition to the annual leave and the public and privilege holiday entitlement.

The NICS recognises the value of work/life balance for its staff. Requests for alternative working patterns will be considered, with decisions based on business needs.

LOCATION

Most of the posts will be based in the Greater Belfast Area, including Bangor. However, posts may also be available in other locations throughout Northern Ireland.

TERMS AND CONDITIONS

TRAVEL

The successful candidates must have access to a form of transport, which will enable them to fulfil their responsibilities. The work will include the occasional need to travel to meetings at different locations inside Northern Ireland; travel outside Northern Ireland may also be required in some posts.

PENSIONS

The NICS offers all employees an attractive pension package. Further details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at:

www.finance-ni.gov.uk/landing-pages/civil-service-pensions-ni

or

if you are unable to access the website please contact Civil Service Pensions as follows:

Civil Service Pensions
Waterside House
75 Duke Street
Londonderry
BT47 6FP Tel: 028 71 319000
Email: cspensions@finance-ni.gov.uk

CAREER PROGRESSION

There are good career opportunities within the Civil Service. Successful DP Accountants will have the opportunity to progress via NICS career opportunity and promotion arrangements to the next higher grade, Grade 7. Career development is an integral part of the performance management system with PDPs identifying learning and development needs with a view to enhancing skills and capabilities.

NI Civil Servants have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing their career.

PROBATIONARY PERIOD

Confirmation of your appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. If your performance, conduct or attendance during this period is not satisfactory your appointment may be terminated.

VETTING

For all DP Accountant positions the successful candidates will require security clearance to Baseline Standard. However, depending on the role there may be a number of positions that also require clearance to Counter Terrorist Check (CTC) standard (see Page 31).

CONFLICT OF INTEREST

It is a basic requirement of all Civil Servants that their private activities should not bring them in to conflict with their official duties.

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect the department's business directly or indirectly.

Therefore to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business.

FURTHER INFORMATION

If you have any questions about the competition process, or require any documentation in an alternative format you should contact HRConnect on 0800 1 300 330 or email recruitment@hrconnect.nigov.net.

Key Responsibilities

KEY RESPONSIBILITIES

While the precise duties and responsibilities of individual posts will vary, indicative activities are listed below:

- Assisting with the financial planning processes of government departments and agencies;
- Provision of high quality financial information;
- Preparation of Annual Reports and Accounts;
- Development and implementation of financial systems;
- Provision of advice, guidance and direction on the management of budgets, the in-year monitoring of expenditure, and the preparation of Estimates;
- Developing management accounting and financial performance reporting for departments;
- Establishing and maintaining close and effective working relationships;
- Maintaining an up-to-date and comprehensive understanding of current public expenditure planning, monitoring, control and accountability systems;
- Leading, managing and motivating teams of staff who often need to work to tight deadlines, and on tasks where high quality information and guidance needs to be produced;
- Review and assessment of business cases and investment appraisal;

- Managing the resources of your own section; and
- Audit/specialist review/internal control

Please note:

As the remit of the NICS is very diverse, the above list is not meant to be exhaustive but aims to give a good indication of the main duties of the post. The emphasis on particular duties will vary over time according to business needs and as directed by Line Management.

Eligibility Criteria

ELIGIBILITY CRITERIA

Applicants must, by the closing date for applications:

1. Have successfully passed the final professional examinations and be a full, current member of one of the professional bodies detailed below:

- (a) Chartered Accountants Ireland;
- (b) The Institute of Chartered Accountants in Scotland;
- (c) The Institute of Chartered Accountants in England and Wales;
- (d) The Chartered Institute of Management Accountants;
- (e) The Association of Chartered Certified Accountants;
- (f) The Chartered Institute of Public Finance and Accountancy;
- (g) The Institute of Certified Public Accountants in Ireland.

Applications will also be considered from applicants with relevant formal qualifications* considered by the selection panel to be of an equivalent or higher standard to those stated.

AND

2. Have a total of at least two years' post qualification** experience gained in the last ten years, in a finance related environment, in **up to three** of the areas detailed below:

- (a) financial planning and budgeting;
- (b) financial accounting/auditing;
- (c) forensic accounting/insolvency-related work;
- (d) management accounting and cost analysis;
- (e) investment finance;
- (f) treasury management;
- (g) corporate governance, including risk management; and/or
- (h) development/implementation of financial systems.

AND

3. A minimum of 1 years' cumulative management experience***.

***RELEVANT OR EQUIVALENT QUALIFICATIONS**

Applicants must demonstrate on their application form how the qualifications they have provided are equivalent, in level, to those qualifications requested above. They should give the details of the awarding body and the date awarded (the date awarded is the date on which you were admitted by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc. so that a well-informed decision can be made.

****POST-QUALIFICATION EXPERIENCE** will be deemed to have commenced from the date on which applicants are admitted as fully qualified accountants to one of the professional bodies referred to at 1, having fully satisfied all the criteria of membership.

You will be required to provide documentary evidence of your qualifications/professional membership at interview so please ensure you have these readily available. Should you currently not be in possession of your qualification certificates, we would advise that you make immediate arrangements to obtain these.

*****MANAGEMENT EXPERIENCE** includes being accountable for the output, targets and performance of a team.

SHORT LISTING CRITERIA

In addition, applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the Panel will carry out an objective evaluation of the strength and breadth of evidence provided in response to eligibility criteria 2.

Should further shortlisting be required the Panel will carry out an objective evaluation of the strength and breadth of evidence provided in response to eligibility criteria 3.

This will be completed on a scored basis and only the highest scoring applicants will proceed to interview.

The Panel will complete this assessment against the information provided by applicants in response to the eligibility criteria.

Please note:

ONLY the details provided by you in your application form (the employment history, eligibility and shortlisting criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post. Please do not include your name in the employment history or eligibility criteria sections.

Application Guidance

APPLICATION GUIDANCE

KEY DATES

It is anticipated that the following timetable will apply:

Closing date for applications:	Friday 3 rd December 2021
Interviews:	commencing January 2022

Please note that due to the circumstances brought about by the current Covid-19 pandemic, it is anticipated that interviews will be conducted online by video link. However, should circumstances change and we are able to hold face-to-face interviews (with appropriate social distancing measures being in place) these will take place in Belfast. Please note this is for interview purposes only, if successful, you must be willing to work in any NICS Department/location.

As this competition is being run to a very tight schedule, candidates should make themselves available for interview during the period specified above. Changes to the timetable will only be considered in exceptional circumstances.

COMMUNICATION BETWEEN HRCONNECT AND YOU

HRConnect will issue electronically as many competition communications as possible, you should therefore check your email account, including your junk/spam mail folder, to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

INFORMATION ON THE INTERVIEW PROCESS

COMPETENCIES

Competencies are the skills, knowledge and behaviours that lead to successful performance.

Competence is about what people actually do, it is about how you apply or demonstrate the knowledge and skills whilst carrying out your tasks.

Demonstrated competence is observable and measurable.

DP Accountant is analogous to DP in the NICS.

It is important that all candidates familiarise themselves with the [competency framework](#) as this forms the basis of the interview criteria as outlined on the next page.

Further information on what is expected for this grade can be accessed through www.nicsrecruitment.gov.uk.

APPLICATION GUIDANCE

INTERVIEW CRITERIA

In addition to satisfying the eligibility criteria and, if applicable, shortlisting criteria, the following competencies will be tested at interview. Applicants will be expected to display the following qualities and skills at interview.

1. Delivering Value for Money

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

Marks available: 20

2. Leading and Communicating

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.

Marks available: 20

Minimum Standard – 12

3. Making Effective Decisions

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned, justifiable decisions.

Marks available: 20

4. Changing and Improving

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways.

Marks available: 20

Minimum Standard – 12

5. Delivering at Pace

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

Marks available: 20

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6. Collaborating and Partnering

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

Marks available: 20

Minimum Standard – 12

The selection panels will design questions to test the applicant's knowledge and experience in each of the areas above and award marks accordingly.

TOTAL MARKS AVAILABLE: 120

OVERALL PASS MARK: 72

INTERVIEW GUIDANCE FOR APPLICANTS

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience; or
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfil the competencies required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

In preparation for the interview you may wish to think about having a clear structure for each of your examples, such as:

- Situation – briefly outline the situation;
- Task – what was your objective, what were you trying to achieve;

APPLICATION GUIDANCE

- Action – what did you actually do, what was your unique contribution;
- Result – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience in relation to each of the competencies. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area. You may draw examples from any area of your work /life experiences.

SELECTION PROCESS

THE MERIT PRINCIPLE

In accordance with the Office of the Civil Service Commissioners' Recruitment Code, appointments to the NICS are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Further information on the Civil Service Commissioners can be found at:

www.nicscommissioners.org/

MERIT LIST

Those candidates who meet the required standard(s) and pass mark will be listed in order of merit with the highest scoring applicant ranked first. HRConnect will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. It is presently intended that the merit list for this competition should remain extant for a period of one year. However you should be aware that circumstances may arise in the future where it will be necessary to extend the currency of the merit list for a further period. The merit list will only be extended where cogent practical reasons for doing so arise.

OFFERS OF EMPLOYMENT

Candidates will only receive one offer of appointment which, if not accepted, will generally result in withdrawal from the competition.

MAKING YOUR APPLICATION:

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the eligibility/shortlisting criteria.

APPLICATION GUIDANCE

GUIDANCE FOR APPLICANTS

- We will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms, unless it is specifically requested in the application form and Candidate Information Booklet.
- The space available on the application form is the same for all applicants and must not be altered.
- Applicants must complete the application form in either typescript font size 12, or legible, block capitals using black ink.
- Do not use acronyms, complex technical detail etc. Write for the reader who may not know your employer, your branch or your job.
- Write down clearly your personal involvement in any experience you quote. Write “I” statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be checked out at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your

unique role the panel are interested in, not that of your team or division.

- It is not sufficient to simply list your duties and responsibilities.
- The selection panel will not make assumptions from the title of the applicant’s post or the nature of the organisation as to the skills and experience gained.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- HRConnect will not examine applications until after the closing deadline.

APPLICATION FORM SUBMISSION

- Please refer to the Candidate Information Booklet before completing an application.
- All parts of the application form must be completed by the applicant before this application can be considered. Failure to do so may result in disqualification.
- Applicants are encouraged to submit online applications wherever possible. However, all requests for hard copy application packs are welcomed and all applications will be treated equally regardless of whether they are hard copy or online.

APPLICATION GUIDANCE

- When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the 'Save & Continue' button. Once your application has been submitted the option to edit will no longer be available.
- Please note - the session timeout for the online application is 40 minutes, if you do not save or change page within this time you will automatically be logged out and any unsaved work will be lost.
- All applications must be received by the advertised closing date. Late applications or applications received by fax or by email will not be accepted. Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is also the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to HRConnect. HRConnect will not accept any application where they are asked to pay any shortfall in postage.
- You must click SUBMIT once you have finished your online application. You will receive an acknowledgement email. Please contact HRConnect if you do not receive an acknowledgment email within 24 hours.

HELP WITH MAKING YOUR APPLICATION

You can get advice or assistance with making an application from your local Jobs and Benefits Office - contact details are available on NIDirect:

www.nidirect.gov.uk/contacts/jobs-and-benefits-offices

You can also get advice or assistance from local disability employment organisations. To find out more about local disability employment organisations contact Northern Ireland Union of Supported Employment (NIUSE), an umbrella group for individuals and organisations promoting opportunities for people with disabilities to access and maintain employment, email info@niuse.org.uk, tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077.

NICSHR PRIVACY NOTICE

NICSHR are committed to protecting your privacy. HRConnect manage job applications on behalf of NICSHR, in line with the NICSHR privacy notice available via www.nicsrecruitment.gov.uk.

APPLICATION GUIDANCE

CHANGES IN PERSONAL CIRCUMSTANCES

Please ensure HRConnect are informed immediately of any changes in personal circumstances. It is important that HRConnect have up-to-date contact details.

TRANSGENDER REQUIREMENTS

Should you currently be going through a phase of transition in respect of gender and wish this to be taken into consideration in confidence to enable you to attend any part of the assessment process please contact HRConnect. Details of this will only be used for this purpose and do not form any part of the selection process.

DISABILITY REQUIREMENTS

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

EQUAL OPPORTUNITY MONITORING FORM

Please note the Equal Opportunities monitoring section of the application form is mandatory in order to submit an application.

The Northern Ireland Civil Service is an Equal Opportunities Employer. For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement please refer to the DoF website:

www.finance-ni.gov.uk/articles/equal-opportunities-information-candidates

All applications for employment are considered strictly on the basis of merit.

Applications from Protestants, young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcome for this post.

APPLICATION GUIDANCE

ASSESSMENT INFORMATION

It is HRConnect policy that all candidates invited to attend for assessment bring sufficient documentation to satisfy the eligibility/shortlisting criteria and the Nationality and Vetting requirements. Further details regarding acceptable documentation will be issued with an invitation to attend for assessment. You should ensure that these documents are readily available.

FEEDBACK

The Northern Ireland Civil Service is committed to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners' Recruitment Code. We are consequently committed to providing feedback in respect of decisions taken in determining eligibility/shortlisting as well as at interview. Feedback in respect of eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All requests for feedback are welcome.

**THIS INFORMATION PACK DOES NOT FORM PART OF
CONDITIONS OF EMPLOYMENT**

Completed application forms should be submitted to HRConnect no later than 12 noon (UK time) on Friday 3rd December 2021.

NOTE: Late applications or applications received by fax or by email will not be accepted.

CONTACT DETAILS:

If you have any queries regarding the competition process please contact HRConnect at the address above or by:

Email: Recruitment@HRConnect.nigov.net

Tel: 0800 1 300 330

Fax: 028 9024 1665

Right to Work and Nationality Requirements

RIGHT TO WORK AND NATIONALITY REQUIREMENTS

HRConnect must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. Applicants must be either:

- i. UK national; or
- ii. National of a Commonwealth country; or
- iii. National of the Republic of Ireland; or
- iv. EEA nationals with settled status under the EU Settlement Scheme; or
- v. Relevant EEA or Turkish nationals working in the Civil Service; or
- vi. Relevant EEA or Turkish nationals who have built up the right to work in the Civil Service; or
- vii. Certain family members of the relevant EEA & Turkish nationals

For candidates applying under categories iv – vii you are required to provide the following information in the Right to Work and Nationality Requirements response box in Part 1 of your application form. Failure to provide the requested information WILL result in your application being rejected.

Category iv – Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [‘share code’ here](#).

Category v - Please provide your ‘Share Code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [‘share code’ here](#). You are also required to provide your payroll number in the nationality response box to demonstrate that you are working in the Northern Ireland Civil Service.

Category vi - Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [‘share code’ here](#). Alternatively please provide confirmation in the nationality response box that you hold indefinite or limited leave to remain in the UK and that this was granted prior to 31st December 2020.

Category vii - Please provide your ‘Share code’ in the ‘Share code’ field which will be used to validate your right to work in the UK. You can find further detail on obtaining your [‘share code’ here](#). In addition, please provide evidence in the nationality response box to support your application for applying as a family member of a relevant EEA or Turkish national. Further documentary evidence may be requested from HRConnect to support this.

RIGHT TO WORK AND NATIONALITY REQUIREMENTS

'Family member of the relevant EEA or Turkish nationals' means:

- (i) That national's spouse*; or
- (ii) A direct descendant (child, grandchild etc.) of that national or his/her spouse who is under 21 years of age or is their dependent; or
- (iii) A dependent relative in the ascending line (parent, grandparent etc.) of the EEA national or his/her spouse.

*Note: 'Spouse' does not include a party to a marriage of convenience and in the case of EEA national vocational students family members are restricted to spouses and dependent children only.

Where a candidate has a right to work status which has a time limitation, ongoing checks will be in place to ensure the right to work is maintained.

Further guidance on Nationality requirements is available via www.nicsrecruitment.gov.uk.

RIGHT TO WORK AND NATIONALITY REQUIREMENTS

VETTING PROCEDURES

1. Baseline Personnel Security Standard

For the majority of DP Accountant posts in the NICS the level of vetting is Baseline Standard. For this check you will be required to provide the following:

- (a) EITHER
 - (i) Your passportOR
 - (ii) A document verifying your permanent National Insurance number (e.g. P45, P60 or National Insurance card) **AND** your birth certificate which includes the names of your parents (long version).
- AND**
- (b) A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via www.gov.uk.

We will organise a Criminal Record Check on all applicants to be carried out by AccessNI.

The category of AccessNI check required for this post is:

STANDARD DISCLOSURE CERTIFICATE

You should not put off applying for a post 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.

For more information regarding AccessNI checks, please see: www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks.

Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/test, and will be asked to complete the AccessNI application form. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment.

Failure to complete the application form and return it within the specified time will be regarded as 'no longer interested in the position' and your application will be withdrawn.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

2. Counter Terrorist Check (CTC)

There may be a number of positions that require clearance to CTC standard. This will include the checks carried out as per point 1 above, plus a check of Security Service records.

