**Schedule 2**

**Service Specification**

1. **Contextual information**
   1. **Introduction**

This document sets out the commissioning requirements of Norfolk County Council in regard to the recruitment of a Permanent Accountant for our Budgeting and Accounting Team.

* 1. **Evidence base, need for service and function**

Our Budgeting and Accounting function is critical to NCC, as it’s imperative that our services are supported effectively from a financial perspective, and that we are able to provide accuracy and transparency in all financial matters. Our Accountants are aligned with the different services (in this instance it’s anticipated this role will support Adult Social Care), and provide expertise in day to day management and financial accounting, along with supporting business transformation projects.

* 1. **Aim of the service**

NCC is committed to providing robust, accurate accounts and maintaining high professional standards, in order to demonstrates a high standard of stewardship of public monies. This means working closely with services across the organisation to support their day to day accounting needs, plus supporting on projects as and when required.

* 1. **Scope**

We require a qualified Accountant to join our Budgeting and Accounting Team, in a role that will involve supporting the day to day accounting needs of our services, working on projects, and providing advice that requires professional knowledge. The role detail is found in the attached person specification and job description.

* 1. **Candidate provision**

The Supplier will deliver candidates aligned with the required job description and person specification. This includes pre-screening candidates to determine requisite experience and professional qualification, right to work, qualification checks and motivations for applying – ensuring positive indicators of commitment to permanent employment within our team prior to submission for shortlisting. Suppliers must demonstrate a robust approach to equality and diversity in candidate targeting and selection methods.

All proposed candidates will submit a CV and supporting statement outlining why they are interested in this role and why they feel they are a good candidate. We will aim to shortlist within a 48-hour timescale and set up interviews within one week of receipt.

Successful candidates who pass our short-listing and competency-based interview process will undertake our own pre-employment checks and be required to start as soon as possible, and at a maximum within a 3-month timeframe from offer being made.

* 1. **Post recruitment**

Once appointed the Accountant will receive an induction and onboarding in line with NCC practice standards, which will include ongoing support and training commensurate with the role.

* 1. **Interface with commissioners and managers**

The Supplier will nominate a named operational lead to act as a single point of contact for the council of appropriate seniority to deal with and act upon any issues and concerns that arise. The council will also nominate an officer to act as point of contract for the Supplier.

* 1. **Outcomes and quality assurance**

We require:

* + That all candidates put forward by the Supplier meet our requirements as set out in this specification and the job description.
  + Evidence of quality assurance preliminary screening that verifies pre-employment checks, experience, knowledge, professional capability and commitment to permanent employment that help predict good retention at outset.
  + Candidates who are fully aware of the role they are applying for, to minimise interview dropout.
  + Candidates who are prepared for a competency based, competitive interview process.
  + Evidence of equal opportunities candidate attraction in the recruitment process
  1. **Regulatory, safeguarding and security**
     1. Licences, permits and registrations

All candidates to be qualified accountants at CCAB level. It is the Supplier’s responsibility to check all registrations are valid.

* + 1. Safeguarding and candidate vetting

Where required the Supplier will ensure all candidates are aware that a DBS or BPSS check may be required and will raise any potential issues with this at submission stage.

* 1. **Candidate requirements**

We require a qualified Accountant. Greater detail is found within the job description and person specifications attached. A call can be arranged to discuss the profile in more detail once the supplier has been selected.

Candidates successful at shortlisting will be interviewed by a panel comprising that includes the line manage and any other key stakeholder(s). Feedback will be provided to the Supplier on unsuccessful candidates.

The locality and base will be decided through discussion with the candidate. Remote working is in place and employees are equipped with first class technology. Our preference is to appoint someone who is capable of being in Norfolk at least part of the time, as we expect them to attend County Hall as part of their management responsibility and to build team cohesion. Frequency can be negotiable.

1. **Financial arrangements**

The salary is scale L (£42,720 to £46,635) plus standard NCC benefits and pension.

Payment of the agreed contingency fee made to the Supplier will be calculated on the baseline salary only and on a pro-rata basis in line with the employee’s salary on appointment. To provide assurances regarding retention, a rebate period of six months to match the probationary period for new starters is proposed, recoverable on a sliding scale basis.

1. **Recruitment**

The Supplier will not approach current agency workers on placement within the council and you must ensure that the recruitment activities undertaken do not detract from our own recruitment campaign.