# Band B2 - Financial Data Modeller

Region: London / Yorkshire and the Humber

City/Town: London / Leeds

Building Site: 1 Horse Guards Road, London / The Lateral, Leeds

Departmental Grade: Band B2

Civil Service Grade: HEO, SEO

Post Type: Permanent

Working Pattern: Full Time, Part Time, Part Time/Job Share, Part Time Term Time

Role Type: Estates, Finance, Information Technology, Operational Research, Analytical

Salary: £28,795 - £35,705 (National), £31,029 - £38,484 (London)

## Job description

This is for a Financial Data Modeller role within the OGP Data and Analysis Team (DAT). The ideal candidate will have experience of developing business case models, seeking information requirements of large and complex programs and advising them on modelling to be undertaken. This is an exciting phase in the Data and Analysis Team, as the team looks to implement a transformational information strategy and this role will enable creation of a modelling centre of excellence within OGP.

This role is an outward facing role where the successful candidate will work closely with OGP programs. The candidate will be expected to understand program requirements, produce forecasts/ financial and options analysis in excel and present outputs in a simple, easy to understand and visual manner to senior stakeholders.

The ideal candidate will be outgoing, adept with complex problem solving, numerate and with ability to communicate effectively at all levels. They will work across programs and develop new modelling tools that can be used across programs and work with models that have already been developed previously.

The modelling tools above will be developed in Microsoft Excel and occasionally use VBA (in Excel) for complex tasks. These may need to be developed from scratch or will require amendments to existing models and further development. Consequently, proficiency in Excel is required. Knowledge of VBA in Excel is preferred but not required as long as the candidate is able to record and then refine macros.

Successful candidates will be provided with further advanced excel and data visualisation training.

As part of the Data and Analysis Team, the successful candidate in the role will be working in the centre of excellence within OGP for data and analytics, responsible for ensuring the availability of comprehensive, up-to-date and usable data on the central government estate to help drive savings and inform estates strategies across government.

The Data and Analysis Team manage the largest central database of government civil estate properties and land, used by government departments, the devolved administrations and wider public sector bodies. This post will involve identifying and defining business data modelling needs. Using stakeholder techniques to assimilate property data and functionality needs, the post holder will have to understand and translate business needs into data models supporting long-term solutions.

### Key responsibilities for the role

* Supporting internal and external stakeholders with the development of modelling behind business cases (Financial and Economic Analysis).
* The modeller will be responsible for technical modelling by developing/ enhancing options analysis models that will evaluate the financial and economic outcomes for various option and reflect the impact of decisions for the business case(s).
* Support decisions by building models that reflect forecast cash flows, NPVs, balance sheet impact from decisions such as leasehold vs freehold.
* The role is for technical modelling and the modeller will not own the assumptions but rather assist in gathering and updating them from a technical perspective.
* Produce project management tools in excel that will enable the programs to track realisation against business case.
* Liaise with stakeholders from across OGP to gather and challenge assumptions, improve the accuracy of the models, discover new data sources and get the maximum impact with end users.
* Ensure that models are robust and effective and follow best practice modelling techniques. Highlight modelling risks as appropriate.
* Working alongside the wider data management, analytics and governance teams, to aid in any area that may require analytical and data handling capability in OGP.
* Stay informed of the ways the organization uses its data and modelling best practices.
* Sense-check data and weed out outliers or seek clarifications on data that looks inconsistent. Flag data problems noted to the source.
* Ensure that the required outputs are produced completely and highlight all assumptions/ exceptions made.

### Specialist Skills and Requirements

Essential Criteria:

* Technical excel skills with knowledge of best practice modelling techniques.
* Manage and develop models efficiently, allied with a strong appreciation for the appropriate analytical techniques which can be employed to provide robust analyses at pace.
* Excellent written and verbal communication skills to articulate complex data challenges in simple language and to produce drafts of the financial case of complex projects.
* Ability to produce outputs that use visualisation techniques and data analytics.
* Experience using excel and modelling to manipulate data and building and maintaining a model suite.
* Excellent problem solving skills.
* Self-starting and inquisitive attitude, proactively seeking solutions to programmes analytical needs.
* Passion for continuous improvements.
* Understanding of the financial and economic parts of a business case.
* Understanding of financial statements (profit and loss account, cash flow statement and balance sheet).

Desirable Criteria:

* Experience using excel modelling to support a finance function or in an accounting firm would be a plus.
* Knowledge of Green Book and Aqua Book standards.
* Possess a commercial (not necessarily real estate based) acumen.

Specialist Skills:

* Excel skills, VBA in excel, data manipulation, and an ability to review large data sets.

## Business Unit Information

### The Cabinet Office

The Cabinet Office is at the centre of Government, co-ordinating policy and strategy. Headed by the Permanent Secretary and comprising a number of different business units, the Department has three core functions that enable it to achieve its overarching purpose of making Government more effective:

* Supporting the Prime Minister – to define and deliver the Government's objectives.
* Supporting the Cabinet – to drive the coherence, quality and delivery of policy and operations across departments.
* Strengthening the Civil Service – to ensure the civil service is organised effectively and has the capability in terms of skills, values and leadership to deliver the Government's objectives.

Information about the Cabinet Office can be found by visiting[www.cabinet-office.gov.uk](http://www.cabinet-office.gov.uk/).

### The Office of Government Property

The Office of Government Property (OGP) is the guardian of the government estate. It was established in 2010 to work with central government departments to drive savings across the government estate. It also now works with a range of local authorities to support them in achieving a public sector estate in a locality which is cost-effective, supports better integrated public services, and exploits surplus land and property to boost growth.

We are going to be publishing the next Government Estate Strategy and our job is to deliver the Strategy through developing coherent policies for the future of the estate. In order to do this we have to work closely with all government departments (who currently look after their own property portfolios) and HM Treasury to make the case for a broader Exchequer-level perspective.

The success and benefits of the government’s property policies since 2010 have resulted in reduction of the size of the estate by nearly a quarter, raising nearly £3.4 billion in capital receipts.

As a business, and as a group of people, we're amazingly diverse in OGP and committed to recruiting and developing the best people regardless of their race, gender, disability, religion/belief, sexual orientation, age or background. But we've all got a few things in common: We're ambitious. We're open-minded. We enjoy working together. We're flexible. We deliver results. We embrace smarter working. And we're excited by the future. Good thing, too – after all, we're leading government’s thinking to change how the Civil Service will work in future: where staff are trusted, managed by outputs not attendance, and work flexibly in locations such as London, Leeds, Manchester and Bristol, using innovative technology.

We also take the time to care. We listen to the people we work with. We involve them in how we develop as a business. And we make sure that everybody here has the resources and support they need to achieve the remarkable.

## Additional Information

This is a full time role and can be based anywhere in UK but will frequent visits to OGP's primary office in London will be expected from the post holder. For more information, please contact Michelle Tenwick (michelle.tenwick@cabinetoffice.gov.uk).

### Terms, Conditions and Benefits

This is a Permanent appointment

This role is based within the Cabinet Office at Band B2 £28,795 - £35,705 (National), £31,029 - £38,484 (London). Annual salary increases will depend upon individual performance and contribution to the organisation’s success. In addition there will be the opportunity to earn performance related bonuses.

There is an expectation that successful applicants new to the Civil Service will join on the pay band minimum.

Existing civil servants can take up the post on loan from their parent department for the duration advertised. Those joining on level transfer will retain their current salary. Staff joining on promotion terms will receive up to a 10% increase of their current basic salary or the pay band minimum whichever is the greater. Staff joining on promotion will adopt the modernised terms and conditions of employment which came into force in 2013.

There is a choice of excellent pension schemes. More information about pension provisions can be found at[www.civilservice.gov.uk/pensions](http://www.civilservice.gov.uk/pensions)

### Flexible Working

Flexible working including job-share arrangements may be considered for this role.

### Leave allowances

25 days' paid leave per annum rising to 30 days after five years service. In addition, full-time staff receive eight public holidays and the Queen’s Birthday privilege day as well as competitive maternity, paternity, parental and adoption leave.

### Probation

Staff new to the Civil Service will be required to serve a six month probationary period.

### Location

The post will be based in 1 Horse Guards Road, London / The Lateral, Leeds.

### Relocation Costs

No relocation costs will be available.

### Equality and Diversity

The Cabinet Office is committed to a policy of equal opportunity for all staff. We will not discriminate on grounds of gender, gender identity, race, disability, sexual orientation, religion or belief, age, those with caring responsibilities, part time workers or any other factor irrelevant to a person’s work.

We encourage a diverse workforce and aim to provide a working environment where all staff at all levels are valued and respected, and where discrimination, bullying, promotion of negative stereotyping and harassment are not tolerated.

Assessment for recruitment, selection, appraisal, training and career progression purposes is based both on the individual’s ability and suitability for the work. We are committed to providing all staff with opportunities to maximise their skills and achieve their potential, offering flexible working arrangements wherever possible.

As public authorities departments have statutory duties placed on them that require them to promote equality of opportunity and eliminate unlawful discrimination. We expect all staff to assist the department in meeting these obligations. All staff should have due regard for the need to promote good relations between individuals from different groups and work towards achieving equality of opportunity for all.

### Civil Service Code

All civil servants are subject to the provisions of the Civil Service Code (see Annex A) which details Civil Service values, standards of behaviour, rights and responsibilities. Go to [http://civilservicecommission.independent.gov.uk](http://civilservicecommission.independent.gov.uk/) for more information.

### Childcare

We recognise that many staff balance working lives with the demands of a family life. We offer support with childcare and holiday playschemes costs by providing childcare vouchers for staff who meet the eligibility criteria. Current civil servants applying for Cabinet Office vacancies on or after 06 April 2018 may experience implications in continuing to claim childcare vouchers.