



Ministry  
of Defence

# Finance Apprenticeship Scheme

## DE&S Finance

de&s



DE&S Finance Scheme

Imagine being responsible for products that think, fly, break the sound barrier, orbit the earth, cross the oceans undetected, fight disease, end droughts, keep flood waters at bay, repair roads, rebuild homes, strengthen communities, provide hope and save people's lives all over the world.

These are just some of the opportunities a career in finance in the Ministry of Defence (MOD) can offer. As a member of the Defence Equipment & Support (DE&S) Finance team you will play a key part in helping to equip and support the armed forces for everything from disaster relief to reconstruction and from peacekeeping to humanitarian aid.



# Introduction



As head of Finance in the Defence Equipment and Support (DE&S), I am delighted to present you with an opportunity to be part of the DE&S Finance Apprenticeship Scheme.

The portfolio of our business is unique. We acquire and support a huge range of equipment, services and infrastructure; from the latest vehicles used on the front line on operations to support local governments e.g. Afghanistan and humanitarian aid e.g. Ebola in Sierra Leone, to new accommodation for service personnel. We have by far the largest and most diverse acquisition activity of all Government Departments, and are comparable to any of the main private sector companies.

The aim of the Finance Apprenticeship Scheme is to develop you into financial managers with excellent professional skills and industry recognised qualifications, in order to strengthen our support of this varied and complex business.

The two year Finance Apprenticeship Scheme will provide you with exposure to many areas of our business. You will receive support from senior mentors, with your knowledge and experience being enhanced through your academic studies. We'll make sure you're well prepared to progress your career as a financial manager in the DE&S, with its exceptionally wide range of finance opportunities.

The sorts of skills and attributes that are required of a DE&S Finance Team are 'flexibility and adaptability', pointing to the need to rise to new challenges, not only supporting the local teams where you work but making sure that Finance is effective as a key enabling function for delivering Defence Capability.

I look forward to welcoming you to the DE&S organisation.

**Michael Bradley**

**DES Director General Resources**

## Is it for you?

### Do you have:

- The vision and foresight to work in a team?
- The ability to plan, organise and solve problems?
- Excellent communication, negotiation and team working skills?
- The potential to manage people?

### Are you looking for:

- First Class training and a professional qualification?
- A competitive remuneration package?
- Opportunities to work with major industrial partners?
- Opportunities to develop your finance skills further?



## Why the Ministry of Defence?

The Ministry of Defence (MOD) and the Armed Forces work together to defend Britain's interests at home and overseas and to act as a force for good by strengthening international peace and stability. A civilian role within the MOD allows you to make a vital contribution to this effort whilst enjoying levels of variety and challenge that can't be found anywhere else.

## What is the DE&S Finance Function?

There are in excess of 1,000 Finance staff working in DE&S, with the majority being based at Abbey Wood, Bristol. Day-to-day most DE&S finance officers work within the Operating Centre (OC) Project and Delivery Teams that procure and support the equipment that MOD requires. This could be anything from army boots to warships, or ration packs to aircraft. You will work alongside project managers, commercial officers, inventory managers, technical experts, risk managers and military colleagues to ensure that the equipment the MOD purchases is fit for purpose and achieves the best possible value for money.

## The Role of the Finance Officer in DE&S

**DE&S Finance Officers** - are there to help run the finance 'engine room' within an OC project, delivery or corporate team. Much of the work revolves around guiding and advising team members on a number of financial matters.

Duties may include:

- Provide admin support to the Finance team.
- Giving a range of financial advice and support to your project team colleagues. They will look to you to guide them through the financial rules and regulations.
- In Year Management (IYM) – assist with monthly forecasts liaising with your Line Manager and other members of the team.
- Liaising with Project Managers to produce costings for the Annual Budget Cycle (ABC) process.
- Using financial systems to obtain and validate data.
- Maintain accurate audit trails for all financial transactions.

# What will you be doing?

The DE&S Finance Apprenticeship Scheme is a training & development programme for the MOD. In a range of Finance roles across different areas of the MOD, based mainly at the Abbey Wood site, Bristol.

During this time you will work in placements ranging from 6-12 months, primarily in the Defence Equipment & Support (DE&S) area to gain 'hands on' experience in Finance. Day-to-day, your placements will provide the opportunity to learn about all aspects of Finance.

The Apprenticeship Scheme is intensive, providing a succession of challenging placements tailored to giving you the widest possible experience across the DE&S Finance Function. It also provides the opportunity to develop the personal and professional competences that will prepare you for potential early promotion.

## Professional Development

The MOD will sponsor you to become professionally qualified through studying towards the Association of Accounting Technicians (AAT) Level 4 qualification. You will also be expected to complete a range of mandatory and optional training during your time on the Scheme. You will attend 1 day a week at South Gloucestershire and Stroud College (Filton Campus) completing Functional Skills (if required) in Maths, English and IT, this is also when you will undertake your AAT training.

## Support

You will have access to a dedicated team and a personal mentor. Both the team and the mentor will guide you through your time on the Scheme, providing you with professional support and guidance, advice on your developmental requirements and potential placements. You will also be allocated a buddy who will offer informal support on non-work aspects of the scheme (e.g. where can I go for lunch, how do I sign up for the gym, how do I request a car park pass etc?).

## And beyond?

At the end of the scheme, provided you have delivered to the standards we expect, you will be promoted to a middle management role within the Department. Beyond this you will be supported during the next phase of your career as you aim towards roles in the senior leadership team.



## Salary and Benefits

As a MOD Civil Servant, your starting salary will be £16,028; following successful completion of your 1st year on the Programme your salary will increase to £16,253 (based on pay scales as at August 1st 2015).

### Pension

You will be entitled to choose between a defined benefit pension scheme or a stakeholder pension with an employer contribution. See Civil Service Pensions website link for further details.

<http://www.civilservice.gov.uk/pensions>

### Holidays

25 days annual leave on joining, increasing by 1 day per year of service to a maximum of 30 days after 5 years service, plus 9 days of public holiday.

### Other Benefits

- Professional and personal development.
- Promotion based on merit, and you'll enjoy all of the support you need to speed your progress.
- Flexible working hours after six months of service and alternative working practices.
- A generous maternity and paternity packages and workplace nurseries at most major locations.
- Optional Sports and Social Club membership
- Study leave

## How do I apply?

The vacancy advert for the DE&S Finance Apprenticeship Scheme will be advertised on Civil Service Jobs. To find it and apply please go to the Civil Service Jobs website and narrow the search criteria to DE&S (Department) Finance (Job Category) and 'Bristol' (Location):

**<https://jobsstatic.civilservice.gov.uk/csjobs.html>**

You can set up alerts on CS Jobs which will notify you when adverts you are interested in become live.

### Eligibility

#### Nationality

To join the DE&S Finance Apprenticeship Scheme you must have British nationality and normally have been resident in the UK for the past five years. If you have dual nationality, you may be eligible to apply if one of those nationalities is British, you are eligible to hold a British passport, and you are free to work in the UK.

#### Qualifications

5 A - C Grade GCSEs including Maths and English or equivalent, 2 A Levels Grade A - E or equivalent are desirable.

#### Contacts

For queries on the application process please contact Finance Professionalism Enabling Team;

**Telephone:** 030 679 83760

**Email:** [DESFinFA-FPETFGS-FAS@mod.uk](mailto:DESFinFA-FPETFGS-FAS@mod.uk)

The Ministry of Defence is an equal opportunity employer and is fully committed to equal opportunities policies.

Applications from all sectors of the community, irrespective of racial origin, gender, sexual orientation, religion or disability are positively welcomed.





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Information correct as at October 2015.