



UK Export
Finance



UK EXPORT FINANCE

Candidate pack





TIM REID

UKEF Chief Executive

OUR MISSION IS TO ENSURE NO VIABLE UK EXPORT FAILS FOR LACK OF FINANCE OR INSURANCE

I would like to add a short personal message alongside the information enclosed.

International trade is a fundamental driver of economic growth. History has shown that open, trading economies generate wealth, create jobs, increase consumer choice and value for money and can lead to higher standards of living. UK Export Finance (UKEF) is at the heart of the Export Strategy, which sets out Government's support offer to help British business succeed in an overseas marketplace, driving sustainable growth and prosperity in the UK and abroad.

UKEF is the UK's export credit agency and a government department, reporting into the Secretary of State for International Trade and is strategically and operationally aligned with the Department for Business and Trade.

Founded in 1919 as the world's first export credit agency, we have been innovative since day one, and now have over 100 years' track record supporting UK exports.

Our mission is to "advance prosperity by ensuring no viable UK export fails for lack of finance and insurance, doing that sustainably and at no net cost to the taxpayer". To do so we provide loans, guarantees and insurance to help UK companies win overseas sales, fulfil export contracts, and make sure that they get paid. We exist to complement not compete with the private sector, and work with over 100 private credit insurers and lenders.

UKEF'S OFFER IS A CRITICAL PART OF THE GOVERNMENT'S PLAN TO SUPPORT UK EXPORTERS

In 2022-23, 84% of the companies we provided with finance and insurance were small to medium enterprises. In total we provided £6.5 billion worth of support for exports.

UKEF's offer is a critical part of the Government's plan to support UK exporters and by working with partners throughout Government, including the Department for Business and Trade (DBT), the Department for Business, Energy and Industrial Strategy and Foreign, Commonwealth and Development Office, we can play our part in supporting the UK's trade aspirations.

This is an exciting time to join UKEF, and if you are successful, you will play a key part in supporting the UK's international trade goals and objectives.

Thank you for your interest in this role.





UK Export
Finance



**EVOLVING
TOGETHER**

OUR VALUES

TAKING RESPONSIBILITY

EXCELLING TOGETHER

RESPECTING ALL

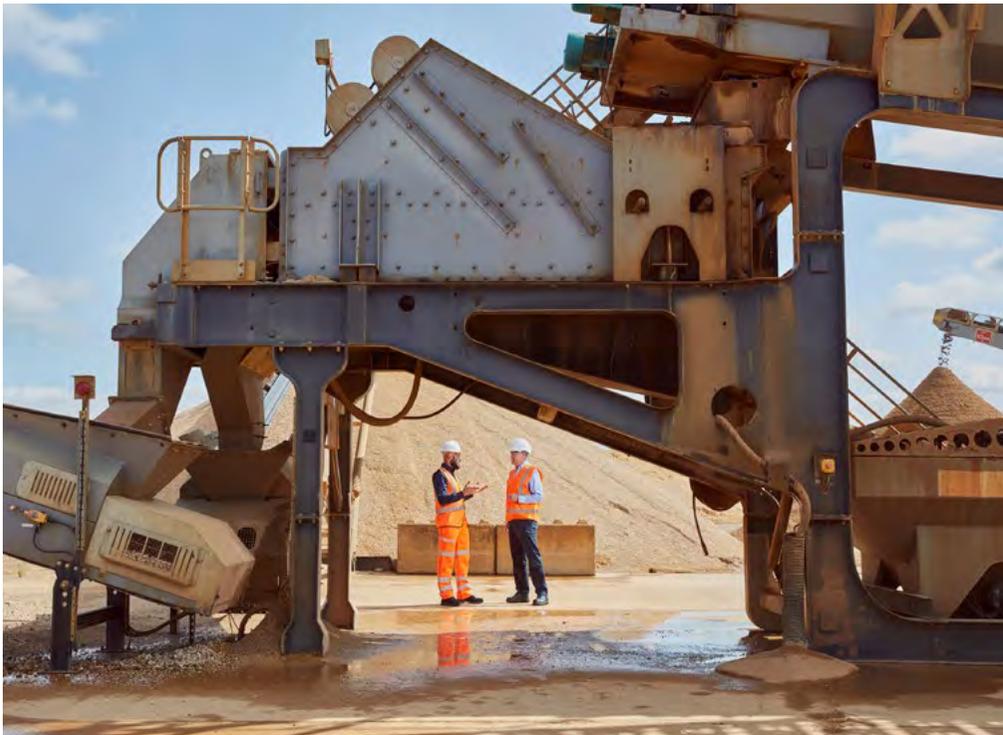
MAKING A DIFFERENCE



EVOLVING TOGETHER

Our people are at the heart of our business and in UKEF we take pride in investing in our employees to ensure that UKEF remains a great place to work.

Our values of; Making a Difference, Respecting All, Excelling Together and Taking Responsibility are at the core of our organisation and are embedded within our people strategy.



We want your journey at UKEF to help you grow both as a professional and individual, through developing your trade and furthering your career, because when our people flourish and thrive in their roles, everyone benefits.

UKEF is proud to have a diverse workforce and our flexible working practices ensure that we are able to attract and retain talented people, allowing them to enjoy a long-lasting career with us.

We're also always learning as an employer and embed the voice of our people in decision-making. Our employees shape the way we support them by sharing their needs and priorities, which enables us to support them not only professionally, but also during the moments that matter in their personal lives.

We're incredibly proud of what we've achieved so far, but there is so much more we want to accomplish. We are hugely ambitious as an organisation and we will continue to put the work in to support our people in reaching our goals.



[UKEF's Business plan for 2024-2029 is now published](#) and concentrates on growth, SME's, inclusive trade, clean growth and our development impact.

MAKING UK BUSINESS GLOBAL

UKEF is a ministerial government department but we understand that you might not be overly familiar with what we do.

In short, we help the UK export to the world. We have a passion for making UK business global and take great pride in the contribution we make to the wealth and prosperity of our country. We may be a small government department but our drive and dynamism have enabled us to support exports across the world.

UKEF makes a real difference to the customers who we support, whether they are large corporate organisations or SMEs. We deliver real tangible outcomes which not only allows businesses to reach their potential, but also creates growth in UK supply chains and ultimately this has a positive impact on creating jobs in the UK.

Our impact goes beyond the financial support which we provide; we also measure how we support local jobs in communities both in the UK and overseas.

In addition UKEF is also driving forward the agenda on climate change and net zero transition by supporting cleaner technologies which have a real-world impact.

The Department's work is outlined in more detail in the [Annual Report and Accounts](#).

WORK THAT WORKS FOR YOU

We firmly believe that work should work for you and you should be able to match your work life to your personal situation.

That's why we offer a range of flexible working options, these include part-time, compressed hours and job sharing. These arrangements allow employees the flexibility to ensure a good work-life balance and for UKEF it allows us to attract individuals from the widest possible range of backgrounds.

We place a huge amount of value and importance on a happy, constructive and welcoming working environment - whether that be in our Westminster offices or remotely. We believe it's up to every single person to contribute positively to this. A crucial part of this is an inquisitive, supportive and open culture. We want our people to feel they can ask anyone anything - this is the best way to learn.

As we've said before, we believe the relationship between employer and employee should be a partnership. This partnership should of course be built on trust and support. We also believe that this should include the safety and confidence to challenge one another, always pushing the other to find ways to improve, learn and grow.

We also always want you to feel that you're properly rewarded for your hard work. A full list of employee benefits can be found in the next section.



DIVERSITY AT UKEF

We want to give all staff the opportunity to flourish in a work environment where they feel supported, valued and included.

We take a huge amount of pride in being the most diverse government department with ongoing initiatives to increase both our gender and ethnic mix. This includes ensuring increased diversity in senior leadership roles. Whilst we're extremely proud of the progress made to date, we recognise that there is still a way to go.

We're also aware that diversity alone isn't enough and are continually looking for ways we can become more inclusive as an employer. We have a number of support networks all supported by a member of Senior Leadership Team (SLT). These include **Group for Ethnic Minorities (GEMs), Disability and Carers Network, Gender Network, Iris (LGBT+) and New Joiners Network.**

We also have a firm focus on employee wellbeing with a range of initiatives in place including Appropriate Behaviour Champions, an Employee Assistance Programme and Mental First Aiders

UKEF has also signed up to [Business in the Community 'Race at Work Charter'](#)

We recognise that each individual's circumstances are unique and do everything we can support different ways of working. We look to enable different working patterns, such as condensed hours, part-time working or job shares.



We've committed to the women in finance charter with an ambition to have 40% of our senior civil servants as female.

In 23/24, 44.22% of our internal moves/promotions or external hires were female.

DIVERSITY AT UKEF

Some key stats from last year



93 new joiners in 23/24
554 total employees March 2024



41% hires from private sector,
18% across government and 41%
internal



44.22% of UKEF's work force is female,
with 49% of 23/24 hires, moves and
internal promotions being female



The proportion of people declaring
a disability **increased to 8.3%** in
23/24



We achieved a **staff engagement
score of 70%** in the annual Civil
Service People Survey - compared
to CS benchmark of 64%



UKEF is leading the way across
the government with **35.9% of
staff identifying from ethnic &
minority groups** compared with
12.7% across the civil service



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EMPLOYEE BENEFITS



Performance Awards

Get recognised for your outstanding work.



Civil Service Pension

Peace of mind with one of the most desirable pension schemes.



Employee Assistance

Advice and support service.



Cycle Scheme

Pay for a bike through a salary sacrifice scheme.



Season Ticket Loan

Interest-free loan to pay for your annual travel costs.



Restaurant & Gym

At our Horse Guards restaurants.



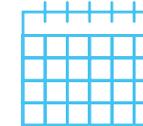
Flexitime

Take time off rather than utilising annual leave entitlement.



Staff Discount Scheme

Savings and cash-back from thousands of retailers.



Annual Leave

25 day per year plus Bank Hols, rising to 30 after 5 years service.



Flexible Working

Shape working arrangements to your circumstances.



Learning & Development

Dedicated time for personal development.



Health Checks

Including health screening & flu jabs.



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**THE
ROLE**

JOB DESCRIPTION

Role Name: Head of Portfolio Management

Grade

SCS1

Division

Portfolio Management

Location

Westminster, London

Line Manager / Reports to

Chief Risk Officer (SCS2)

Position within organization

N/a

Line Management responsibilities

Yes

Budget responsibilities and delegated authorities

Delegated authorities for Budgets and Credit Approvals will be advised by the Head of Risk Management Group. This will be a function of the knowledge, experience and demonstrable competence of the postholder

Working Arrangements

This is a hybrid role with the expectation the postholder will work 40% of their working time onsite at Westminster.

This job is available for full time, or flexible working arrangements.

Level of Security Clearance Required

SC Clearance - To meet the National Security Vetting requirements for this role you will need to have resided in the UK for a minimum of 3 out of the past 5 years, 2 of which must have been the immediately preceding years from the point of application.

ABOUT THE ROLE

The Division

- The principal role of the Department is to support UK companies exporting to foreign markets by providing insurance, loans and guarantees against non-payment or non-performance by UK exporters and overseas buyers.
- Consequently, the financial success of the Department is crucially dependent upon sound credit risk assessment, particularly given the elevated default risks associated with emerging markets. The Portfolio Management Division (PMD) is responsible for providing credit reviews, for all non-sovereign, existing risks, creating the probability of default ('PD') ratings and loss given default ('LGD') for each one.

The Role

- This role leads the Portfolio Management Division which is a core area within Risk Management Group of UKEF. The division is responsible for management of a large portion of UKEF's credit and Sovereign risk portfolio.
- The activities performed by the Division commence after approvals are granted (by the Risk Approval Division) till repayment / extinguishment of liability. This division includes three principle functions;
 - management of the portfolio of performing cases (Post Issue Management),
 - credit reviews and ongoing monitoring of UKEFs portfolio (Post Issue Credit Risk), and
 - management of the ESG factors & stress testing on all cases.
- We expect this role to add to the intellectual capacity to UKEF's Risk Management team at the senior leader level and provide an anchor for talent management at the next level from the CRO. As we evolve our risk management function in a more volatile risk environment and develop our expertise in ESG, it is important to have a function that is both scaled and importantly skilled to meet this challenge.

Main Activities

Leadership and Management

- Leading, Managing and motivating 3 teams (total of approx. 18 FTE); including Managers at Grade 6/7 and a deputy at SCS 1 level.
- As a member of the teams and committee listed below, the role holder is required to provide strong thought leadership coupled with very significant execution capabilities.
 - UKEF Senior Leadership Team
 - Risk Management Senior Leadership Team
 - UKEF Enterprise Risk and Credit Committee (ERiCC)
- Liaising with multiple stakeholders – both within UKEF and outside (within the wider government and in the domain of risk experts at other ECAs, Insurers and Banks). This is another core aspect of the role given we need to be at the forefront of Industry best practices. Internally stakeholders would include all directorates & divisions. Importantly, this is also a client facing role which includes our Corporate & Project Financing clients, Financial Institutions and Insurance companies.
- Coaching, Mentoring and Leading from the front on the People Agenda. As a voting member on ERiCC, the role would indirectly also be responsible for wider people management of the entire Risk Management team. Provide guidance to all RMG employees, to develop their technical, project management and negotiating skills as well as their wider analytical skill set. Actively contributing to the People Agenda for the Risk Management group.

Post Issue Management

- Manage a wide range of post-issue Risk Management activities once Credit approvals have been obtained. Key activities of the team include: Maintaining a robust system for tracking post- approval conditions, tracking receipt of Financial statements on a periodic basis; Covenant compliance certificates for more structured transactions; analysis of the financial position of the counterparty on an ongoing basis; following up on any breaches in covenants and providing waiver approvals in coordination with Credit approvers; reporting these to management. For Project Finance transactions ensuring all the informational reporting requirements are complied with fully.

Post Issue Credit Risk Management

- On going monitoring of credit and loss given default for our exposures. Reporting deterioration in the credit profile of clients to Credit approvers and Business and pass on 'risk-ownership' of the client to the Watch-list and Restructuring credit team in the event there is deterioration of the credit profile of the clients (triggers to Watch are defined by policy). Work closely with the Active Portfolio Management unit on UKEF Reinsurance portfolio and opportunities for such.

Environmental, Social and Governance Risk Development

- This exciting and developing area manages the development of ESG factors in all credit ratings and credit risks. Monitoring industry and ECA developments. Developing and reviewing the most appropriate tools and techniques for UKEF to use in decision making. Managing and developing ESG input into portfolio stress testing.
- Working closely with the UKEF Business Plan and Business teams to review opportunities for UKEF cover. Assisting the teams review of factors at an early stage to ensure we are within appetite.

General:

- Contribute to Risk Management Group policies and strategic projects.
- Demonstration of risk expertise and recognition as a subject matter expert both internally and externally via regular invitations to seminars, events and workshops.
- Deputising for the CRO and for other Risk SLT members including but not limited to UKEF senior management meetings; external events and client/industry seminars; cross Whitehall meetings, Business meetings etc.
- Budget authority in line with Business requirements.

This list is not exhaustive, and you may be required to carry out additional duties according to business needs.

Person Specification

UK Export Finance is looking for motivated individuals with a desire to learn about the business. Successful candidates will be provided not only with functional training to enable them to do well in their role, but also with personal development to help them to achieve their career ambitions. Please note that the person specification below outlines at which stage(s) you will be assessed on how you meet the criteria for the role(s) including:-

A = assessed at application stage

I = assessed at interview stage

T = assessed by test stage

P = assessed at presentation stage

Essential

Qualifications

- Graduate level qualification or significant relevant professional experience. **(A)**
- Evidence of continuing professional development. **(A)**

Knowledge

- Demonstrable and evidential knowledge of Credit Risk analysis including corporate, Project finance and SME. **(A, I)**
- A full and detailed knowledge of Credit Risk processes, policies and credit-assessment criteria across Project Finance, Corporates and SMEs. **(A, I, P)**
- Detailed demonstrable knowledge of the role of ESG in credit risk and portfolio stress testing **(A, I, P)**
- Satisfactory knowledge of legal documentation and its implications managing credit cases. **(A, I)**

Skills/Ability

- Excellent analytical ability to understand, interpret and read-across a range of risk issues, especially Credit Risk. **(A, I, P)**
- Good knowledge of Sectors especially the ones that are important to the UK's development. **(A, I, P)**
- Ability to understand, interpret and authoritatively advise on complex Credit risk issues. **(A, I, P)**
- Skilled leader, both within and outside formal management chains, to secure results from a wide range of contacts, both internal and external. **(A, I, P)**

- Excellent problem-solving skills and ability to think creatively when difficult or unusual problems are presented. **(A, I, P)**
- Proven judgement and decision-making skills coupled with the ability to interpret and apply model driven outputs using sound professional expertise. **(A, I, P)**
- Substantial and demonstrable communication and persuasion skills (oral and written). Communicate authoritatively and credibly with a wide range of senior stakeholders at times with difficult messages. **(A, I, P)**
- Extensive, proven ability to lead, coach and manage both immediate team members and colleagues at all levels; ensuring that results are driven through others for which the post-holder is not formally responsible. **(A, I, P)**
- Ability to work independently without close supervision, exercising autonomy sensibly and definitively. **(A, I, P)**

Experience

- Substantial experience of Risk management at senior levels, with focus on Credit risk management of Projects, Corporates and SME clients. **(A, I)**
- Dealing with senior external customers/stakeholders. **(A, I, P)**

Other/To note

- Some travel will be required (in the UK, but occasionally abroad)

Desirable

Qualifications

- N/A

Knowledge

- A good understanding of UKEF's domestic statutory, regulatory and policy framework. The context of how government operates and UKEF's place in it. This includes EIGA, HMT Consent, Financial Framework Document, etc. **(A)**
- A good understanding of all UKEF products and underwriting policies. **(A)**
- A good understanding of the UKEF mission and business plans and risk management framework. **(A)**

Skills/Ability

- N/A

Experience

- N/A



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**FURTHER
INFORMATION**

RECRUITMENT PROCESS

Hybrid Working

Post the COVID-19 pandemic the UKEF recruitment team and wider business community adopted a hybrid working pattern and continue to work from the office in Westminster or from home.

Therefore, in order to support our approach to hybrid working we have implemented some changes to our recruitment process, these include:

- All sifting and interviews dates will be indicative and can change at short notice.
- Interviews will likely be conducted via Microsoft Teams; you will be provided details on this if you are invited to interview

Eligibility

This role is open to UK nationals, nationals of Commonwealth countries who have the right to work in the UKs, nationals of the Republic of Ireland, nationals from the EU, EEA or Switzerland with (or eligible for) status under the European Union Settlement Scheme (EUSS), relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service, relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service and certain family members of the relevant EU, EEA, Swiss or Turkish nationals

Individuals from EU (excluding the Republic of Ireland) and outside the EU

From 1st January 2021 the UK is operating a points-based immigration system. Individuals arriving in the UK on or after 1st January 2021 will require a visa and will need to be sponsored by an employer. Further details about the [points-based system](#).

EU, EEA or Swiss citizens who have lived in the UK since 31st December 2020 need to [apply to the EU Settlement Scheme](#) to continue living in the UK after 30th June 2021.

Candidates must have the Right to Work in the UK, therefore, if you are presently being sponsored, or have an existing visa arrangement, please e-mail recruitment2@ukexportfinance.gov.uk before you submit your application. Unless there are exceptional circumstances, UKEF will not sponsoring individuals.

Security Clearance

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [security check](#). You can view our vetting charter here- [See our vetting charter](#).

To meet the National Security Vetting requirements for this role you will need to have resided in the UK for a minimum of 3 out of the past 5 years, 2 of which must have been the immediately preceding years from the point of application. If you do not meet this requirement, you would not be eligible for SC clearance and therefore not eligible to apply for this role.

New immigration guidelines - [What you need to know - GOV.UK](#)

Application Instructions

To apply for this role please submit your application via our recruitment partner Hays Executive - using the following link: [Head of Portfolio Management \(4683950\) | UK Export Finance - Apply for vacancies - Find a job, build a career | Hays](#). You will need to complete an online application.

Across your application, you should include sufficient detail to enable the selection panel to understand your responsibilities and key achievements.

You should ensure that you provide evidence on how you meet the essential criteria in the person specification set out in this information pack, including information on your qualifications.

Selection process

We are assessing candidates using [Success Profiles](#) (see Appendix 1) and across the whole process we will assess your [Experience, Technical and Behaviours](#) as highlighted below.

The application must be completed by 23.55 on the day of the closing date for it to be accepted.

Use of Artificial Intelligence (AI)

At UKEF we value authenticity. You should not use AI to present and/or plagiarise the ideas and experiences of others. Therefore, you must ensure that any evidence submitted as part of your application or used during an interview is both truthful and factually accurate. Applications may be rejected at any stage of the selection process if plagiarism is detected. *Appendix 2* provides guidelines on what we feel is / is not acceptable use of AI.

All applications will be sifted against our essential criteria outlined in the personal specification.

- CV and covering letter, via our recruitment partner, which needs to detail how you meet the essential criteria

For the initial sift your application will be evaluated against:

1. Experience - CV and covering letter

If you are successful following the sift stage, you will be invited to an initial interview; this will include the following assessment:

1. Behaviours / Experience- a formal panel interview where you will be interviewed across all **three** behaviours highlighted.
2. Technical - you will be assessed across your technical expertise and acumen, in relation to the essential criteria:
 - a) Exercise / Case Study this will be followed by a presentation to our panel of your findings and thoughts - this will be administered on the day of interview

If you are successful following the 1st Interview, you will be invited to a further assessment:

- a) Staff Engagement Exercise - details of which will be provided in advance of the agreed date

Following the Staff Engagement Exercise, and subject to candidate success, a further, less formal meeting will be held. If anything is required in advance of the meeting you will be informed, along with who you would be meeting from UKEF's senior leadership team.

Details of interview panel members will be e-mailed to all successful candidates who are invited for interview.

Timetable

Please note that the interview dates are indicative.

Closing date for applications	25th May 2025
Notification of outcome of application	Week commencing 26th May 2025
1st Interviews in UKEF offices Westminster, London	Commencing on or around 2nd June 2025. <i>N.B. - it is highly advisable that candidates allow half of a day</i>
Staff Engagement Exercise - via MS Teams	Commencing on or around 16th June 2025
2nd Interview / Meeting	Commencing on or around 23rd June 2025 (<i>if required</i>)

Expenses

Kindly note that it is not UKEF policy to pay travel expenses for interviews, any changes to policy will have to be confirmed and agreed in advance by UKEF HR department.

Civil Service Inclusion

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan](#) and the [Civil Service D&I Strategy](#).

OTHER MATTERS

Disability Confident Scheme for Disabled Persons

Disabled applicants who meet the essential criteria in the job specification are guaranteed an interview. Selection will be on merit.

If you wish to claim a guaranteed interview under the disability commitment, you should complete the relevant section of the application form. It is not necessary to state the nature of your disability.

Further information regarding the scheme can be found by referring to the following link.

[Disability Confident – Are you disability confident?](#)

Equal Opportunities

UK Export Finance values equality and diversity in employment. We are committed to being an organisation in which fairness and equality of opportunity is central to the approach in business and working relationships and where the organisational culture reflects and supports these values. In UK Export Finance you have the right to a working environment free from discrimination, harassment, bullying and victimisation regardless of race, ethnic or national origin, age, religion, sex, gender identity, marital status, disability, sexual orientation, working hours, trade union membership or trade union activity.

Complaints

How do I make a complaint about the recruitment process?

Should you have a complaint or wish to raise any concerns regarding the recruitment process, please e-mail your complaint to the Deputy Director of Resourcing and Reward (UKEF) at Recruitment2@ukexportfinance.gov.uk and include “Complaint” in the subject heading.

Should you remain dissatisfied following UKEF’s investigation then you can refer your complaint to the Commission - <http://civilservicecommission.independent.gov.uk/making-complaint/>.

APPENDIX 1 – SUCCESS PROFILES

UKEF will assess candidates against the **Success Profiles** framework, this replaces the previous Competency framework. Success Profiles use a blended approach when assessing candidates; the assessment process for each role is tailored on an individual basis, based upon the requirements of the role.

During the application, sifting and assessment process candidates will be assessed against one or more of the following five areas: -

- **Experience**
- Ability
- **Technical**
- **Behaviours**
- Strengths

The core “Behaviours” of the Civil Service are:

- Seeing the Big Picture
- Changing and Improving
- **Making Effective Decisions**
- Managing a Quality Service
- **Delivering at Pace**
- **Leadership**
- Communicating and Influencing
- Working Together
- Developing Self and Others

Further information regarding each of the five key elements can be found using the following link -<https://www.gov.uk/government/publications/success-profiles>

Candidates are advised to review this information prior to submitting their application.

APPENDIX 2 – ARTIFICIAL INTELLIGENCE IN RECRUITMENT

At UKEF we understand that Artificial Intelligence (AI) or Generative AI (GenAI) tools such as ChatGPT, Copilot, Gemini, Deepseek etc are powerful tools that can help candidates at various stages of the recruitment process, from your initial application through to interview. AI can be used as a supplement to your potential as a future employee and may help you hone your skills, knowledge and experience throughout our assessments, but it should not be used as a replacement for your own experiences - we want to hire the real, authentic you.

Our guidance below details how we perceive the use of AI and what we feel is appropriate and what is not.

How to use AI at the application stage

Acceptable use	Unacceptable use
Refine and articulate ideas, structure thoughts and improve clarity	To inflate or exaggerate skills, knowledge and experience
Research the organisation, including any projects or initiatives that are available in the public domain	Copy and paste generic or "textbook" responses
Research trends - industry or profession that relate to your personal experiences	To complete any assessments designed to evaluate your personality or natural abilities
Spell or grammar checks. Clarity, conciseness of your application and its potential impact to the hirer	Provide any sensitive data (perceived or otherwise) to the AI

How to use AI at the interview stage

Acceptable use	Unacceptable use
Interview preparation, this could include mock interviews	Answer questions during a live or pre-recorded interview
Research the organisation, including any projects or initiatives that are available in the public domain	Using answers provided by AI for any questions, situational or otherwise
Research trends - industry or profession that relate to your personal experiences	



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TERMS & CONDITIONS

TERMS & CONDITIONS - SENIOR CIVIL SERVANTS (SCS)

Terms of Appointment

This appointment will be on a Permanent open-ended contract. The successful candidate will be appointed on the modernised terms and conditions. Existing civil servants will retain their existing rights if accepting this post on level transfer.

Location

The role is based in UKEF's office in Westminster.

Security Clearance

In order to be employed by UKEF, all employees must hold "SC" level of security clearance. One of the conditions of SC level clearance is that individuals are required to have resided in the UK for a minimum of 3 out of the past 5 years, 2 of which must have been the immediately preceding years from the point of application. All contracts of employment are subject to individuals being "SC" cleared.

For existing government employees transferring to UKEF who currently hold BPSS or CTC levels of clearance, their start date and transfer will not be confirmed until UKEF has completed their SC clearance checks through NSV.

The Rewards

The main rewards include not only the basic salary but also a pension scheme and the availability of awards for those who perform well, challenging and extremely rewarding work, personal and professional development, generous annual leave arrangements, a variety of flexible working arrangements and recognition of the importance of work/life balance.

Remuneration

The starting salary for this role will be £98,000

The pay scale relevant to this grade is £98,000 to £117,800

Salary and terms of appointment for a serving civil servant would be for agreement with the individual and their current Department within the normal rules for appointment on level transfer or promotion. Individuals being promoted will receive a 10% uplift or be moved to the entry point for the grade (whatever is the higher). For individuals on a level transfer, they will retain their current level of remuneration.

Performance Awards

Performance awards are available. They are awarded based on performance i.e. achievement of business and personal objectives. They are non-consolidated, are paid as a lump sum, however, they do not count towards pension entitlements.

Pension Scheme

The Civil Service offers pension arrangements which are part of the reward package. Membership of the pension scheme offers a range of benefits that will provide financial security both in the time up to retirement and beyond. It provides an income for you in retirement and benefits for your dependants after your death. It also provides protection in the event of serious ill health.

Other Terms and Conditions

For New Entrants to the Civil Service:

1. Basic Hours of work will be 42 hours per week, including daily meal breaks of one hour.
2. Your annual leave allowance will be 25 days in the first year, rising to 30 days after 5 years of service.
3. 1 additional day of leave will be given on account of the King's birthday every year.

For Existing Civil Servants on Promotion:

1. Basic hours of work will be 42 hours per week, including daily meal breaks of one hour.
2. If you currently have any privilege leave over and above 1 day for the King's birthday, this will be rebranded as annual leave.
3. If you have more than 30 days of annual leave in total (including any rebranded privilege leave), your annual leave will be capped at 30 days.

For Existing Civil Servants on Level Transfer:

1. Your current contractual entitlements in relation to basic hours of work, annual leave*, privilege leave, and occupational sick pay will continue to apply.
2. * Annual leave will be capped at 31.5 days.

Childcare Vouchers

Existing Civil Servants who transfers across the Civil Service to another department (on a new PAYE scheme) on or after 4th October 2018 and who are currently receiving childcare vouchers may lose their entitlement to this benefit. This does not impact staff who are subject to TUPE/COSOP. If you are unsure about your own circumstances, please contact your HR Reward team for further guidance.

Determine your eligibility at <https://www.childcarechoices.gov.uk>

Conflicts of interest

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the work of the Department. They are required to declare any relevant business interests, share-holdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners. Successful candidates will be required to give up any conflicting interests and his/her other business and financial interests may be published.

Official Secrets Act

The post is covered by the Official Secrets Act. Candidates must exercise care in the use of official information acquired in the course of official duties, and not disclose information which is held in confidence.

Mobility

During the course of your employment you may be required to transfer to any post in the UK. Unless wholly exceptional emergency circumstances exist which make it impossible, you will be given reasonable notice of any such change.

Civil Service Code

Candidates are advised to read the [Civil Service code](#). This Code applies to all Civil Servants.



UK Export Finance

Recruitment2@ukexportfinance.gov.uk

1 Horse Guards Rd, London SW1A 2HQ

