

## Independent Parliamentary Standards Authority (IPSA)

### Validation Officer

Fixed Term, Full Time Role for 12 months

£27,000

**Location:** Flexible

#### Background:

The Independent Parliamentary Standards Authority (IPSA) is the independent body created by Parliament in 2009 to regulate and administer MPs' pay, pensions, business costs and expenses. We ensure transparency and fairness in the way MPs are remunerated and reimbursed for their business costs and expenses, processing around 15,000 claims for costs and expenses each month and publishing the details of these every two months.

#### About the role:

We are seeking to appoint a Validation Officer who will validate expenses in accordance with the Scheme of MP's Staffing and Business Costs in order to ensure compliance with our principles, rules and processes and who can communicate decisions effectively to MPs and their staff.

This is an exciting opportunity for dynamic, organised and self-motivated individual seeking an opportunity to work in an organisation currently undergoing transformational change.

#### Key areas of responsibility include:

Key areas of responsibility lie in ensuring a consistent approach is applied to the validation of MPs expenses. In our focus to ensure a seamless customer service, we require the validation officer to be able to work independently and collaboratively with teams across IPSA.

#### What we are looking for:

- Experience of working within a regulated or process driven industry
- Oral and written communication skills
- Excellent attention to detail and the ability to effectively communicate decisions

## Benefits:

- Generous holiday entitlement
- Season ticket loan
- Access to learning and development
- A culture encouraging inclusion and diversity; with LGBT+, BAME, and Green workplace groups
- Civil Service Pension
- Flexible Working

We are a high-performing organisation that respects diversity and promotes our values of professionalism, respect, integrity, collaboration & improvement through all the work that we do.

## How to apply:

If you are interested in applying for this role, please send your CV and **a covering letter of a maximum of 400 words** to [HR@theipsa.org.uk](mailto:HR@theipsa.org.uk). Your covering letter should clearly demonstrate how your experience matches the job description and person specification. IPSA is committed to diversity and inclusion and welcomes applicants from all backgrounds. As such, please ensure that your CV and cover letter **does not contain** any personal details which could identify you.

Please remove any reference to your:

- name and title
- educational institution names
- age and gender
- email address
- postal address and telephone number
- nationality and immigration status

We may be unable to consider your application if you do not follow the application guidelines above.

When you submit your application via email to our HR team, your name and email address will only be visible to them and *not* those who will conduct the shortlisting. The HR team will contact you if you have been shortlisted

If you would like further information or an informal discussion please contact our HR team at [HR@theipsa.org.uk](mailto:HR@theipsa.org.uk)

## Latest Application: 14<sup>th</sup> April 2021.

Our commitment to making IPSA a more diverse and inclusive organisation is an integral part of who we are and reflects our core values of professionalism, respect, integrity, collaboration and improvement. To make sure we remain a high-performing organisation we recruit, retain and develop people with a diverse mix of skills and experience.

We've adapted our recruitment process and we now run virtual interviews and also have a virtual on boarding process. Candidates who want to join our team will need to have access to a secure WIFI



network and a private space to work from. Successful candidates will be supplied with equipment for virtual onboarding and training.

IPSA is supportive of providing a more inclusive workplace environment and welcomes applicants from all backgrounds. Our BAME, Green and LGBT+ networks signal our commitment to celebrate and promote diversity and sustainability.

If you share our values then we would like to hear from you.

**We will be interviewing throughout the application window; We reserve the right to close the advert early depending on the volume of responses. Happy to talk flexible working. By applying you confirm you have the right to work in the UK and [have read our Human Resources privacy notice](#).**

## Job Description

Job Title:	Validation Officer	Reports to:	Validation Manager
Directorate:	MP Support		
Salary Band:	B	Salary Range:	£27,000
No. of Direct Reports:	0	No. of indirect reports	0
Security Clearance:	CTC	IPSA reference:	

Job role:	
Job Purpose:	The purpose of this role is to validate expense claims in accordance with Scheme rules and internal processes and procedures to ensure compliance with the Scheme and that IPSA's regulatory responsibilities are discharged. To contribute to the overall development of the teams' activities by leading on and developing a specific area of operational activity that supports the team in the achievement of its key objectives.
Job Context:	The Validation Team is part of the wider MP Services directorate that regulates MPs with their business costs or expenses through the validation of claims and provides support and guidance internally and externally to our stakeholders. The role of the Validation Team is to ensure public funds are well spent by checking claims made by MPs before they are published on our website, so the public can see how tax-payers' money is being spent by their MPs.

Key areas of responsibility:		%
1.	Contribute to the assurance of the eligibility of MPs' expenditure through the payment validation process to assess the validity of MPs' business costs and expenses, identifying claims that fall outside the Scheme, escalating queries and areas of concern as appropriate.	70
2.	Responsible for ensuring that MPs and their staff fully understand the requirements of the Scheme and enabling them to comply with the Scheme rules by providing clear and accurate notes when returning or not paying expense claims and providing appropriate advice on how to make the claim compliant if appropriate. This includes working collaboratively with colleagues across IPSA to provide effective and consistent communication to stakeholders.	20

4.	To support IPSA's compliance and service delivery functions, keep abreast with Scheme and Policy changes, and special circumstances relating to individual MPs. Ensure the instruction resulting from the specific circumstance is applied when validating claims. Special circumstances can be notified by a number of sources or by management instruction.	5
5.	Provide further explanation to relevant stakeholders as required explaining why a particular determination was made during the validation process.	5

Financial Management:	N/A
Management of People:	N/A
Decision Making	The post holder is expected to determine outcomes based on a prescribed set of rules in the Scheme and internal procedures, exercising their judgement and only escalating to a Manager in the Validation team as appropriate.

Person specification		
Education and/or professional qualifications	Degree or relevant equivalent work experience.	
Technical Competences/job specific competencies		Level
1.	IT skills – MS Office Suite (Outlook, Word, Excel, Powerpoint)	B
2.	Experience of reviewing large sets of data	C
3.	CRM	C
4.	Good written and verbal communication	B
5.	Experience of working in a regulated or process driven environment	A
6.	Experience of interpreting and enforcing prescribed rules and regulation processes	A
7.	Knowledge of the FOI (Freedom of Information) process & Data Protection	C
IPSA competences		
1.	<b>Working Together:</b> Team working, communication.	
2.	<b>Managing Myself:</b> Taking personal responsibility	
3.	<b>Working to deliver:</b> Achieving results, being accountable	

A: Expert knowledge

B: Enhanced knowledge

C: Competent

Job Level	Job Level Descriptor
B	<ul style="list-style-type: none"> <li>Graduate calibre and may be studying for a professional qualification</li> </ul>

## Knowledge & Skills / Experience

### Scope of Responsibility

### Autonomy / Decision Making

### Resource Management

### Interfaces

- Relevant experience within area of responsibility
- Good knowledge of day to day processes and activities within area of responsibility
- Developing depth and breadth of knowledge and expertise
- Primarily operates in a support role with discrete responsibility for some operational activities and/or processes
- Not expected to contribute to strategy, other than inputting ideas as part of a team
- Implements and may adjust/improve processes to deliver project or delivery goals
- Works independently on a day to day basis within a clearly defined framework of procedures and processes
- Able to deal with some non-routine operational issues drawing from prior experience or precedent, but will typically refer upwards on anything non-routine
- Some problem solving skills, but advice and guidance is readily available
- No staff management responsibility
- Some budget awareness but no formal responsibility other than monitoring of project or IPSA expenditure budgets
- No sign-off authority
- Good verbal and written communication skills
- External interfaces will be mainly on routine operational matters, but may be at a senior level requiring a level of tact and diplomacy, particularly with MPs and their offices
- Routine interfaces with peers and line managers across IPSA
- Typically, a lower level of reputational risk involved in interfaces due to the more routine/process based nature of the interactions

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