

## Redeployee Supporting Statement Guidance

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### Redeployee Guidance

Your supporting statement is the most crucial part of your application. You will need to tailor it specifically to each post you apply for.

You will need to list all the points under the 'What will you bring to the role?' heading of the Candidate Brief (the essential and desirable criteria of the person specification) and demonstrate how you meet each point by providing relevant, evidence-based examples to demonstrate your abilities, knowledge, experience and transferable skills.

This is your opportunity to present yourself as the best person for the job, so consider your statements carefully and proof read them; the examples below may help you structure your statements.

Once completed, you will need to upload your supporting statement form, along with your skills profile form, to the e-recruitment system.

The hiring manager will make a preliminary assessment by judging whether you have demonstrated in your supporting statement that you meet 70% or more of the essential person specification criteria for the role.

If you are a 70% match you will usually be interviewed. If you meet 70%, but lack any crucial elements of the person specification, that cannot be addressed within a reasonable timeframe, for example, a relevant PhD, you will not be interviewed.

At the interview, the hiring manager will assess your ability and consider whether any gaps in experience and knowledge can be addressed within a reasonable timeframe (usually three-months) through training, development and experience of carrying out the role.

If you are not considered to be a match, you will receive feedback via the Redeployment team.

Job reference: CSXXXXXXXX

Redeployee's name: Example Redeployee

Hiring manager's name: Example hiring manager

What will you bring to the role? (essential and desirable criterion)	Redeployee's supporting statements	Hiring Manager's comments and scores ✓ = meets criteria ? = lack of information × = does not meet criteria	
<b>Experience of finance systems and procedures, including the monitoring of actual income and expenditure against large budget and the preparation of variance analyses</b>	<p>I have many years financial experience, including nearly five years in the Higher Education sector.</p> <p>In my present role as a Finance Officer I am responsible for helping to prepare budgets for individual projects and for programmes of work, for example, the electronic school dinner programme. I recently prepared the overall budget, £20,000, and development costs, which included items such as web development, training, and other ICT. I monitored expenditure and placed orders using the Crystal financial system and recorded this information in the project workbook.</p> <p>I use KRISTAL, Sirius, Crystal and SAP on a daily basis to ensure that I have accurate financial information.</p> <p>I also use my finance experience to produce variance reports analysing the quarterly forecasts for individual projects within my present role. These reports compare the figures from the forecast figures from the previous quarter to the actual figures for this quarter. When doing this if I notice any large variances I investigate these differences by looking on the relevant financial systems, such as Kristal and SAP, and explain the variance.</p>		
<b>Excellent IT skills, proficient in MS Office Applications, including MS Excel, and the ability to undertake training to</b>	<p>I have an excellent working knowledge of many Microsoft Office applications; I routinely use Outlook, Office, Excel, Word, Access, PowerPoint and SharePoint.</p>		

<p><b>maintain an up-to-date knowledge commensurate with fully understanding financial systems software to exploit their potential</b></p>	<p>My Excel skills are advanced. I use and setup VLOOKUPS, pivot tables and IF formulas. I presently produce monthly internal order budget reports that uses six VLOOKUPS to produce the information required.</p> <p>Additionally, I have the ability to learn new systems quickly. In my previous role as a Financial Assistant I learnt the basics of the Crystal system in a short time period. I have also recently improved by competency in databases by attaining my ECDL certificate (European Computer Driving Licence).</p>		
<p><b>Ability to understand and explain detailed, and often complex, policies and procedures</b></p>	<p>I believe I have developed an effective and adaptable style of communication that enables me to evaluate and explain complex information to a variety of stakeholders. For example, I presently produce briefing notes to managers, I discuss financial constraints with managers and other budget holders and I provided one-to-one support and training on an ad-hoc basis. I also contribute to meetings involving a wide range of both internal and external stakeholders, such as Local Authorities.</p> <p>In my current role I have a thorough knowledge of funding bodies, statutory regulations. This enables me to explain to both finance and non-finance trained staff what they need to do and how they need to do it to ensure we meet regulations.</p> <p>Additionally, I have continued to develop my communication skills by attending Toastmasters, an international Public Speaking organisation, which concentrates on communication and leadership development.</p>		

**Decision:** <We would like to interview the redeployee.> OR <Unfortunately we are not able to offer the redeployee an interview.>