HM Treasury

Senior Sanctions Adviser	Ref: 488372
Grade	Higher Executive Officer
Salary	London: £41,170 - £45,980 National: £36,970 - £41,780
Group & Team	Economic Crime and Sanctions | Office of Financial Sanctions Implementation
Location	London (1 Horse Guards Road), Darlington (Feethams House) or Norwich (Rosebery Court)
Contract Type	Permanent
Working Pattern	Full Time (Flexible working hours can be accommodated)
Security Vetting Level	Security Check
Approach	External
Profession	Operational Delivery Profession

About the Treasury

Working at HM Treasury puts you at the heart of government, making a difference to the UK economy and ultimately to people's lives right across the UK.

Jobs at the Treasury are fast-paced, fun and can offer unparalleled perspective – not least the opportunity to advise Ministers on the decisions which directly determine the UK's prosperity. Deep in our DNA is a commitment to empowering our people: maximising individual and collective impact, with interesting work no matter your role or seniority.

Day-to-day you could be supporting Ministers to decide the right level of a specific tax or line of government spending; helping maintain the stability of financial markets; analysing the long-term trends impacting the future of the economy; or enabling this work as part of our vital corporate functions.

We are a high-performing department and proud to have outstanding staff from a wide range of backgrounds. We are also a friendly, inclusive and sociable workplace that prides itself on fostering great team spirit. Our two largest offices are 1 Horse Guards Road in London, opposite St James' Park, and the Darlington Economic Campus, which also contains eight other departments. We work seamlessly across all our sites, including Norwich, Birmingham and Leeds, as one Treasury.

We are both a 1,000-year-old institution and dynamic, forward-looking economics and finance ministry, with a strong direction set by our organisational strategy, the Future Treasury Vision. The 21st century offers huge opportunities and poses new challenges for the UK. Working at the Treasury is your chance to help the country chart the right course.

About the Job

We are recruiting for a caseworker role in our Licensing Unit

- This is an exciting, fast-paced, diverse role, that will provide opportunities for the post holder to work on high-profile financial sanctions issues
- This role will suit a candidate with experience of casework, investigation, or policy
- implementation
- However, this experience is not required. We are also looking for people who have the right set of skills for the role, and who can demonstrate an ability to quickly develop an understanding of a complex and sensitive area.

What does the Licensing Unit do?

- The Licensing Unit assesses applications to make recommendations on whether licences should be issued to allow transactions to take place which financial sanctions would otherwise prevent
- This involves working with colleagues across Office of Financial Sanctions Implementation (OFSI) and across government to progress individual cases, identify trends, assess risks, and handle legal challenges
- Licensing colleagues need to work quickly and in a disciplined way, drawing on the expertise of colleagues with a range of backgrounds, to make recommendations to senior decision makers (including Senior Civil Servants and the Ministers) that are significant for applicants, third parties and for the success of our sanctions regime.

What are the key responsibilities of a Sanctions Adviser in the Licensing Unit?

1. Leadership: act as a leader on areas of policy specialism across the licensing unit. Potential line management responsibility for 1 Executive Officer (EO).
2. Case management: overseeing a portfolio of licensing cases, utilising case management and prioritisation techniques, and ensuring compliance with internal policies and procedures. Keeping the Case Management system up to date to ensure accurate and timely data.
3. Case assessment: Leading on complex licensing cases; obtaining and assessing evidence and intelligence from a variety of sources in a structured and ordered way to make licensing recommendations. In many of these cases the post holder will need to work independently in areas with limited guidance or precedents.
4. External engagement on own areas of responsibility, negotiating with external partners where appropriate, and representing OFSI's Licensing Unit more widely in external engagements. Interacting with licence applicants and their representatives through clear written and oral communications.
5. Policy development: Policy scoping, research and development on licensing policy projects, including in relation to technical sanctions issues and licensing capabilities, using licensing data to support recommendations.
6. Collaboration with a diverse set of stakeholders including senior colleagues in policy, litigation, legal advisory, enforcement, intelligence and across HM Government, particularly with FCDO, to implement effective and legally compliant licensing.
7. Providing concise, accurate and timely advice and recommendations on complex matters to Ministers and senior officials, after taking into account legal, political and operational risk.

8. Work flexibly within the Licensing Unit and OFSI more widely, supporting other areas of OFSI in their work and assisting with high priority urgent workstreams

If you would like to speak to the hiring manager informally prior to the closing date for applications to find out more about the job, please contact maria.duque-fernandez@hmtreasury.gov.uk

Visa sponsorship is not available for this role.

Selection Process

Application Stage

Application Form

Applications should consist of a CV including your employment history, and a 250-word statement demonstrating evidence of each of the below shortlisting criteria. Your CV and employment history won't be scored. It's used to give context to your application and support discussions at interview.

The panel will review applications and invite those that best demonstrate evidence of the shortlisting criteria below for interview. Please keep this in mind when writing your application.

Please note that only applications submitted through Civil Service Jobs will be accepted.

- Making Effective Decisions: Ability to analyse and use a range of relevant, credible information from a variety of sources to support challenging decisions.

- Delivering at Pace: Ability to handle a varied workload in a fast-paced environment, balancing proactive project work and reactive tasks in order meet immediate and longer-term goals.

- Seeing the Big Picture: Ability to considers how your role fits within the wider organisation's priorities and broader work.

The lead criterion is: Making Effective Decisions

If we receive a high volume of applications, we'll first sift using the lead criterion only. Those meeting the minimum score will then be assessed against all remaining criteria.

Interview Stage

If you are successful at the application stage, you will be invited to interview where you will be assessed against the following criteria:

- Strengths
- Behaviours:
- Making Effective Decisions
- Delivering at Pace
- Seeing the Big Picture

About the Team

The Office of Financial Sanctions Implementation (OFSI) within HM Treasury has been operational since March 2016 and in its first six years quickly established itself as a world-leader in financial sanctions, a key area of financial, foreign and national security policy. It then became, and remains, front and centre of an unprecedented financial sanctions response to the Russian invasion of Ukraine.

OFSI is the UK's Competent Authority for financial sanctions. It leads on the implementation of UN and UK financial sanctions and domestic terrorist asset freezing, providing a high-quality service to the private and third sector, and guidance to help them follow the law.

We work closely with law enforcement, intelligence agencies and strategic policy colleagues across Government to help ensure that financial sanctions are accurately understood, implemented and enforced.

We are a diverse and friendly team, offering an outstanding environment to broaden your experience and develop new skills, whilst working on some of the highest profile international issues the UK faces.

OFSI is a professional and expert organisation that values and invests significantly in our staff. OFSI has a minimum time-in-post expectation. This supports your career development by building your depth of expertise, and ensures OFSI has the necessary specialism amongst its people to deliver its objectives. To recognise mutual commitment, OFSI provides an allowance, the level of which is dependent on the grade held. Eligibility to receive the allowance begins after an initial 12 months in post for new joiners to OFSI, including from other parts of HMT, the wider Civil Service, or the Private Sector. The minimum time in post and the receipt of the allowance are important expectations that support continuity which is crucial for maintaining professional and expert capability at OFSI. This will not result in a contractual change to your terms and conditions. If you have any questions about this, please contact the vacancy manager.

You can read more about OFSI on our gov.uk page here:
https://www.gov.uk/ofsi

You can read our most recent annual review here:
https://www.gov.uk/government/publications/ofsi-annual-reviews

HM Treasury Benefits

- Generous Annual Leave – 25 days (rising to 30 after 5 years), plus public holidays and the King's birthday.
- Outstanding Pension Scheme – Defined Benefit pension with employer contributions of 28%
- Parental Leave Packages – Including 6 months' occupational pay for maternity/adoption, shared parental leave options.
- Flexible & Hybrid Working – Options include part-time, job-share, compressed hours, flexitime, and hybrid working (where business needs allow).
- Advance Schemes & Discounts – Rental deposit, cycle-to-work, SmartTech, season ticket loans, and access to HM Treasury's benefits portal for a wide range of discount codes.

Complaints Procedure

Our recruitment process is underpinned by the principle of recruitment based on fair and open competition with decisions made on the basis of merit, as outlined in the Civil Service Commissioners' Recruitment Principles. If you feel your application has not been treated in accordance with these principles and you wish to make a complaint, you should in the first instance contact HMT by email: hrrecruitment@hmtreasury.gov.uk.

If you are not satisfied with the response you receive, you can contact the Civil Service Commission, which regulates all Civil Service recruitment.