

UNLOCKING POTENTIAL

TRANSFORMING LIVES

**JOB DESCRIPTION & PERSON SPECIFICATION**

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| **Job Title** | **Report to** |
| Head of Finance | Director of Finance, Procurement & Estates |
| **Location** | **Department** |
| Headquarters | Finance |
| **Hours of Work** | **Number of Hours** |
| All Hours Required | 35 |
| **Job Role Status** | **Is C&R/PPT a requirement?** |
| Non-Operational | None |
| **Pay Band and Salary** | **Does this role attract any additional allowances (e.g. on-call allowance, RRA)?** |
| I - £66,067-£74,833 | No |

Job Details

Job Description

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| **Job Purpose** | |
| The post holder will be accountable to the Director of Finance for the effective delivery of the financial operations, governance, policy and strategy. The role will require regularly deputising for the Director of Finance and it is expected that the post holder will also contribute in the development of a number of strategic organisational priorities.  The role will lead on all aspects of the day-to-day management of the SPS finance department; financial and management accounting, financial policy & systems and finance business partnering. This will include payment of creditors, treasury function, statutory reporting, capital accounting, operational finance, systems development and maintenance and all management information reporting.  You will provide finance advice and support to the Director of Finance and the SPS Senior Leadership Team, contributing to delivery of the strategic objectives of the organisation. A key aspect of the role will be the involvement in a number of organisational wide transformational projects. There is also a specific leadership remit in developing the SPS finance function moving towards a new operating model.  Your core responsibilities will be for the delivery of Statutory Annual Accounts, the annual financial planning and budgeting process, the timely and accurate reporting of the organisations financial position, maintaining the finance department risk register, ensuring financial policy, procedures, controls and processes are adhered too across the organisation. In addition to these responsibilities, there will be a requirement to work with the Director of Finance in delivering a medium strategic financial strategy for the SPS.  The role will have line management responsibility for a number of senior finance professional staff and to ensure there is a collaborative approach to the delivery of the priorities, objectives and planned outcomes of the finance function.  The role is a hybrid role with an expectation that the role will require to be at SPS locations approx. 3 days a week. The primary base will be at SPS Headquarters, situated in Edinburgh, however, there may be a requirement for you to travel to other SPS sites. | |
| **Key Responsibilities of the role** | |
| 1 | Leadership of the finance team (6 senior managers) ensuring Financial Management, Financial Business Partnering, Financial Planning, Risk Management and Budgetary Control systems are in place to achieve the objectives and priorities of the SPS. |
| 2 | Manage the annual financial planning cycle and monthly reporting and forecasting, providing periodic reports to the Executive Management Team, Advisory Board and the RMAC committee. |
| 3 | Support the Director of Finance (deputising when necessary) and the Senior Leadership Team, contributing to the strategic objectives of the organisation. This will also involve providing support from the finance department to the wider SPS organisation to deliver on a number of project and initiatives.  The post holder will also lead a transformation project which will aim to change the operating model of delivering a finance function in the SPS. |
| 4 | Ensuring the integrity of the financial system and other systems used by the finance department, ensuring financial control is in compliance with all relevant accounting standards, tax and legislation to enable the production and delivery of the Annual Accounts, Vat returns etc. |
| 5 | Maintain and develop the Financial Policy and Guidance Manual in accordance with Treasury, Scottish Government and Accounting regulations and ensure the propriety and regularity of SPS finances whilst ensuring the resources of SPS are managed in an economical, efficient and effective manner. |
| 6 | Develop the finance function within SPS, ensuring effective training and coaching processes are in place. |

Person Specification

*It is important to carefully consider the exact requirements for the role and to ensure that they are realistic and justifiable. Each criterion should be marked as essential or desirable. You must also be clear as to how you will measure these through the selection methods chosen in the following section.*

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| **Qualifications**  *(Maximum of 2). Please specify whether each of these requirements is essential or desirable)* | |
| 1 | Accountancy/ Professional qualification, for example membership of a CCAB professional body or equivalent.  **ESSENTIAL** |
| **Experience:**  (*Maximum of 3). Please specify whether each of these requirements is essential or desirable.* | |
| 1 | **Finance and Technical Experience**  Expert knowledge of relevant financial regulations  Excellent technical Accounting Knowledge  **ESSENTIAL**  Knowledge and experience of public sector accounting requirements; specifically, in the production of statutory accounts and the Scottish Government budgeting process.  **DESIRABLE** |
| 2 | **Senior Corporate Management Experience**  Experience of working with Executive and Project Boards, experience of operating in a complex environment at a strategic level.  **ESSENTIAL** |
| 3 | **Leadership Experience**  Previous experience of Leading & Motivating teams at a senior level within a finance function with the ability to lead projects at a senior level.  **ESSENTIAL** |
| **Knowledge and Skills**  (Maximum of 4). *Please specify whether each of these requirements is essential or desirable.* | |
| 1 | **Building and Maintaining Relationships**  Ability to build and maintain strategic and collaborative working relationships at a senior level, with a wide range of internal and external stakeholders and able to positively influence others to achieve desired results.  **ESSENTIAL** |
| 2 | **Team Building & Delivering Change**  Able to demonstrate experience of providing strong professional leadership and with a track record of building and developing a finance function and leading a team through a period of change/transformation.  Proven track record in developing structures, processes and systems to support the successful delivery of organisational goals and objectives  **ESSENTIAL** |
| 3 | **Problem Solving & Decision Making**  Excellent decision-making skills with evidence of an ability to recognise potential issues, analyse complex issues, problem solve and produce creative and innovative solutions by exercising a high level of initiative, judgement and discretion  **ESSENTIAL** |
| 4 | **Communication Skills**  Excellent written and verbal communication skills with the ability to convey complex information to a variety of audiences in order to inform and influence decisions, and ensuring mutual understanding.  **ESSENTIAL** |

Selection Methods

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| **Selection Methods** |
| Presentation and interview |