

# Delivering for Excellence

## Finance Officer, Grade 3

The Scottish Parliament is a values-led organisation which means our values (Stewardship, Excellence, Inclusiveness, and Respect) are at the centre of everything we do. These values are embedded in this role.

### **Stewardship**

Focusing on the longer term to ensure we are leaving things better than we found them and putting our shared interests ahead of any individual or team.

Your main responsibilities will involve:

- Ensuring that journals and other financial transactions are prepared, approved and posted in a timely, accurate and effective manner;
- Completing and reviewing bank account, balance sheet control account and other reconciliations, taking appropriate action to resolve any issues identified; and
- Assisting with the preparation of financial statements, quarterly VAT returns and other compliance requirements.

And in delivering these you will have:

- Detailed knowledge and experience of applying finance policies and procedures and the financial control environment in which they operate;
- Ability to manage own workload, prioritising tasks as appropriate and effectively dealing with competing priorities to ensure required deadlines are met; and
- High level of numeracy, accuracy and attention to detail

## **Excellence**

Taking care to enhance our reputation in everything we do. Using our skills and resources efficiently and effectively to deliver high-quality sustainable results.

Your main responsibilities will involve:

- Providing an effective point-of-contact for ad-hoc queries relating to finance processes and procedures from across the organisation; and
- Adapting to support the organisation's transition to a new Finance system (Oracle Cloud), maintaining high-levels of service and financial control.

And in delivering these you will have:

- Sound analytical skills and good judgement to inform decisions and know when to seek guidance to resolve more complex issues;
- Good IT skills - knowledge and experience of using financial systems and MS Office applications, particularly Excel

## **Respect**

Appreciating difference, building cohesive teams and fostering the values and experiences of diversity.

Your main responsibilities will involve:

- Establishing positive and effective internal and external relationships for example with other offices within the Parliament to deliver high quality services; and
- Working within the values of the Parliamentary Service and contributing to an inclusive working environment.

And in delivering these you will have:

- A willingness to openly share knowledge and skills to support other members the team to develop, being approachable and considerate of other's needs;
- Ability to balance the requirements of other offices whilst adhering to Finance controls, and continuing to provide a high-quality service; and
- A proactive approach to service delivery, ensuring expectations are being met and involving others as appropriate.

## **Inclusiveness**

Understanding the big picture and seeking out alternative perspectives. Every colleague feels they can make a valued contribution and deliver their best work.

Your main responsibilities will involve:

- Using your excellent communication skills to communicate policies, processes and guidance concisely and accurately; and
- Contributing to building effective and supportive working relationships within the office and project teams, by participating in discussions and listening and reflecting the views of others.

And in delivering these you will have:

- The ability to explain or pass on complex or detailed information precisely and clearly to a diverse range of people, at different levels, demands and requirements;
- The ability to support to help others achieve their objectives and adapt to new working practices;
- A proactive and flexible approach to work including the ability to work effectively in a team and on your own initiative.