

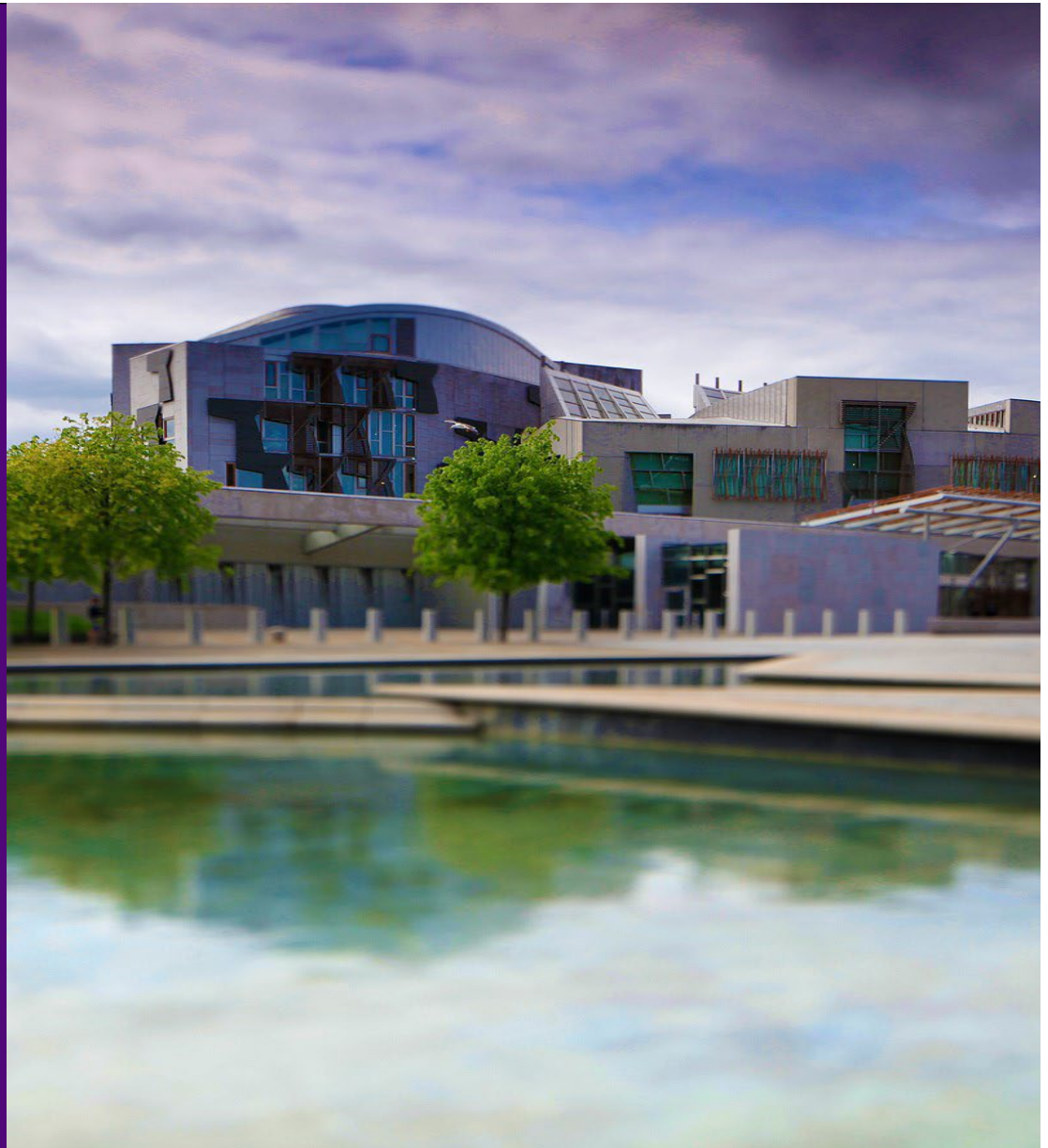


The Scottish Parliament
Pàrlamaid na h-Alba

Finance Office

**Temporary Finance
Officer**

Application Pack



Welcome from Sara Glass

Director of Finance and Resilience

Hello and thank you for taking an interest in our Financial Controller and Head of Finance role. As Chief Financial Officer and Head of Financial Governance Group, I am very proud of the role our highly professional, strategically important Finance team brings to the Scottish Parliamentary Corporate Body (SPCB). We deliver services across all aspects of financial management and control. Our services include: financial business partnering and decision support, financial forecasting and management information including all statutory financial reporting and policy development.

This is an exciting opportunity at a time for transformation in finance. You'll play a critical role in a major project to replace our finance systems. You'll lead the development of our services and processes, whilst contributing to the strategic direction of the organisation. You'll also have the opportunity to develop your skills within the wider Parliamentary Leader's Network.

We work in a fast-developing landscape at the heart of Scottish political and public life. There's always plenty of intellectual challenge. Our work is high profile and we working with diverse stakeholders. We contribute to and influence the Parliament's vision of making a positive difference to the lives of the people of Scotland. Our roles are truly rewarding.

If you share our ambition to enhance the Parliament's reputation at the heart of a modern, dynamic democracy, I'd really like to hear from you.

[Read more about Sara's journey to the Parliament](#)



The Scottish Parliament
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Working in the Finance Office

Finance is a small but strategically important team in the Scottish Parliament. We cover the usual range of financial functions and provide support to stakeholders across the organisation.

I have worked in the Finance Office for 5 years; I started my first year as an apprentice and upon completing secured a role in Accounts Payable. This role has given me the ability to develop my understanding of how a finance office works and how finance processes and controls should operate. I enjoy working in the Finance Office as the team is welcoming, supportive, collaborative and communicates well, thus creating a great working environment.



Nicole Smith, Financial Operations Manager



The Scottish Parliament
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Temporary Finance Officer (12 months) – Finance Office – Grade 3

Salary at appointment £32,884

Salary Scale £32,884 to £40,000

Want to make a difference in one of the most influential places in Scotland? Now is your chance!

This is an excellent opportunity to join the Finance Office at the Scottish Parliament, as a Finance Officer.

This is a varied role within a friendly and motivated team and will give you a broad range of responsibilities and experience. Your responsibilities will include:

- Maintaining accurate and up-to-date financial accounts
- Assisting with the preparation of statutory reporting and returns
- Providing the Parliament with financial knowledge and high levels of customer service
- Assisting the Financial Accountant with other ad-hoc tasks

You will also assist with the organisation's transition to a new finance system (Oracle Cloud). You will utilise your knowledge and problem-solving skills to help adapt our processes and maintain efficient and robust financial management.

Continued on next page



This is a full time post but we are happy to talk Flexible Working

Temporary Finance Officer (12 months) – Finance Office – Grade 3

The successful candidate will have detailed knowledge and experience of applying finance policies and procedures. You'll have experience of posting transactions, completing reconciliations, and preparing statutory returns.

You'll have great communication skills and build positive working relationships. You'll enjoy working collaboratively as part of a small finance team to deliver organisational objectives.

You'll also have excellent organisation, analytical skills, and attention to detail. You'll be confident in using finance systems and spreadsheets to analyse and communicate to a range of stakeholders. Experience with Oracle Cloud would be advantageous.

For full information about the role and to apply, please click [here](#)



This is a full time post but we are happy to talk Flexible Working

Delivering for Excellence Finance Officer – Grade 3

The Scottish Parliament is a values-led organisation which means our values of stewardship, excellence, inclusiveness and respect, are at the centre of everything we do. These values are embedded in this role. Please visit our [values pages in our Employee Handbook](#).

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



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Delivering for Excellence Finance Officer – Grade 3

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



The Scottish Parliament
Pàrlamaid na h-Alba

Delivering for Excellence Finance Officer – Grade 3

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.



Delivering for Excellence Finance Officer – Grade 3

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.



About us

The Parliamentary Service of over 600 people is a high-achieving and professional organisation. We are public servants rather than civil servants; we serve the Parliament and its Members and not the Scottish Government.



The [Scottish Parliamentary Corporate Body](#) is responsible for providing the Parliament with the property, staff and services required for the Parliament's purposes, in accordance with the Scotland Act 1998. It is made up of five Members elected by the Parliament and the Presiding Officer.

The Corporate Body delegates the day-to-day running of the Parliament to David McGill, our Clerk/Chief Executive.

David is assisted by his Leadership Team setting the strategic direction for the parliamentary service and for creating the conditions that helps to promote a positive workplace culture. You can view our Leadership Team in our [organisation chart](#) along with our different Offices.

Our vision is clear: To make a positive difference to the lives of the people of Scotland. This means putting people at the centre of everything we do.

We attach great importance to our commitments to [Diversity and Inclusion](#) and our core values of stewardship, excellence, respect and inclusiveness form a central part of our working culture.

Our performance framework helps us to communicate and implement our strategic priorities through the parliamentary service. The [strategic plan](#) sets out our aims and priorities. This provides a set of shared

priorities for everyone across the parliamentary service and covers matters such as improving parliamentary scrutiny, developing and investing in our staff, aligning public engagement with parliamentary business and providing high quality support to our elected Members. Each of the aims is equally important as they are inter-related. This means that we cannot achieve one without the others and that every one of our colleagues plays an important role in delivering them.



About us (Cont.)

We are committed to providing a great working environment where people enjoy coming to work and feel valued for their contribution and excel in their chosen careers. Everyone has the right to be treated with respect and dignity and we have a zero tolerance approach to bullying, harassment or victimisation of any kind. We recognise that improving employee engagement has a positive and significant effect on organisational performance. We know that ideas generated by colleagues can help shape the future direction of our services and contribute to the successful delivery of our goals, and our inclusive leadership style guides us in this approach.

We are committed to building a workforce which reflects the diversity of the people of Scotland. We are proud to be an equal opportunities employer that values and respects the people who work for us. We seek to ensure all job applications are treated fairly, with respect and without bias. We positively encourage applications from suitably experienced candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We particularly welcome applications from female and minority ethnic candidates who are under-represented at this level. All appointments will be made on merit.



We are committed to agile working and currently operate a wide variety of work patterns and arrangements across the parliamentary service. We will be pleased to consider applications from candidates wishing to work flexibly and all requests will be seriously considered. Please include clearly any information about your preferred working arrangements in your application.