

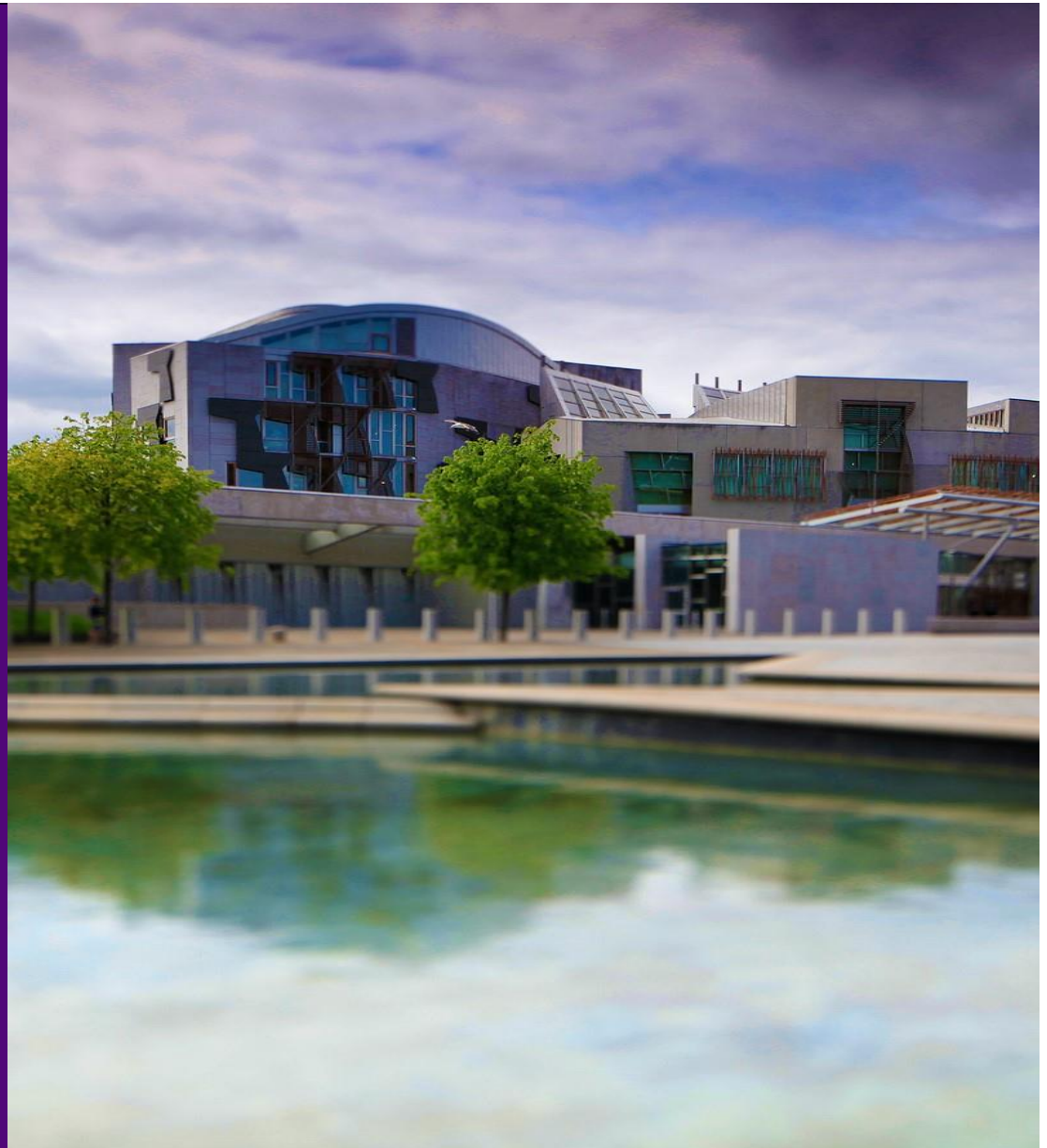


The Scottish Parliament  
Pàrlamaid na h-Alba

**Finance Office**

**Senior Business  
Accountant**

**Application Pack**



## Welcome from Sara Glass, Chief Financial Officer and Director of Finance and Resilience

Hello and thank you for taking an interest in our Senior Business Accountant position.

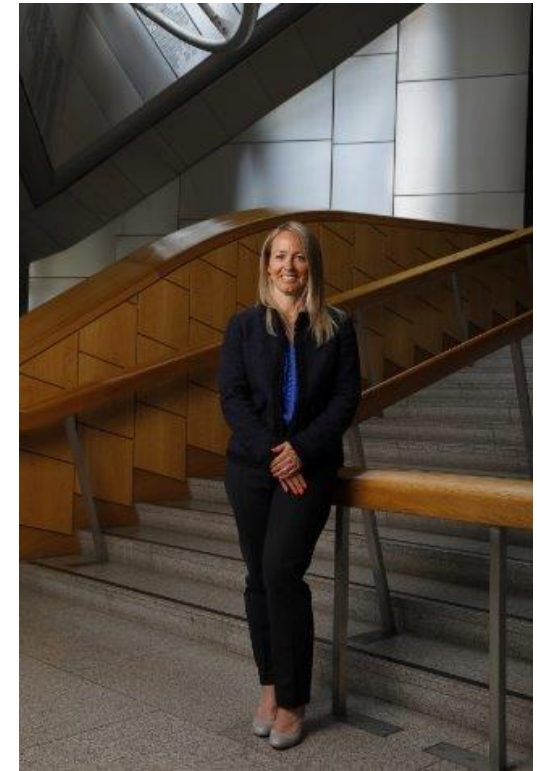
As Chief Financial Officer and Director of Finance and Resilience, I am very proud of the role our highly professional, strategically important Finance team brings to the Scottish Parliamentary Corporate Body (SPCB). We deliver services across all aspects of financial management and control, including financial business partnering and decision support, financial forecasting and management information, all statutory financial reporting and policy development.

The Finance Office is a small but strategically important team in the Scottish Parliament, business partnering with colleagues across the organisation to make sure we spend our budget wisely, support excellence in decision making and have appropriate controls and processes in place. The SPCB budget for 2024-25 is £127m. The SPCB employs about 600 staff with 129 Members and another 670 of Members staff many of whom are also on site at Holyrood. Holyrood is a busy and exciting place to be based and life is always varied here.

The Scottish Parliamentary Corporate Body (SPCB) is responsible for managing the Scottish Parliament's budget, property, staff and resources. I head up the Finance and Resilience Directorate which comprises of Finance; Allowances; Procurement Services; Resilience and Internal Audit Offices. I am also a member of Senior Executive Team.

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

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



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## Welcome from Beki Stark Head of Finance

Having recently joined the Scottish Parliamentary Corporate Body, I'm very excited to be recruiting for this key position within my team which has arisen due to the retirement of the current Business Accountant.

I'm looking for a proactive, professional management accountant with excellent communication and interpersonal skills to lead the business support team within the Finance Office. The team, work in partnership with colleagues across the organisation to support optimal financial decision-making and budget management by providing professional advice and support to finance and non-finance colleagues.

My first impressions of the Parliament is that it is a well organised, professional and extremely supportive place to work. The Finance Office itself is very busy, provides a wide variety of services to stakeholders and punches above its weight in terms of delivery despite being such a small team. Every day has been different so far, and I've learned so much about how parliament operates and how the SPCB helps to facilitate this.

If you are looking for a busy business partnering role with variety and the opportunity to be part of a supportive and welcoming team, then I look forward to hearing from you.



**Beki Stark, Head of Finance**



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## Working in the Business Support team

I've been at the Scottish Parliament for 9 years, and it is the best place I have ever worked in. Everyone is approachable and supportive, and it is a privilege to be part of this organisation.

The Finance Office comprises 11 staff, and the Senior Business Accountant role is in the Business support team. The Finance team is undergoing a period of significant change with a new accounting and reporting system going live in October. Business support leads on the reporting, budget planning and forecasting side of this and we'll be very busy supporting our non-Finance budget managers with the changes and what it means for them.

Our primary objective is to manage the SPCB £127 million budget comprising 3 'business units': Parliamentary Service (£64m), Members (£43m) and Officeholders (£18m) and Central contingency. The Members' and Officeholders' budgets lie outside our direct control; however, we monitor them and report any developing trends.

The role is about developing constructive relationships with Office Heads and Senior Management, and frequent dialogue to gather intelligence about anything that impacts the budget. Monthly and annual routines of reporting and budget preparation are universal; we operate in an environment of continuous change and improvement. Forecasting is an important aspect of budgetary control, so we look forward as much as we rely on historic trends.

The work is demanding, but if you are looking for an intellectual challenge and a fast pace within a great team, this is the role for you.

**Julia Campbell, Senior Business Accountant**



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# Senior Business Accountant – Finance Office Grade 5

**Salary range:** £54,792 to £65,800 per annum

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

The Finance Office (FO) is responsible for preparing and presenting the parliament's annual budget; managing payments and receipts for goods and services; cash-management; all accounting including capital and fixed assets; providing high quality and timeous management information and forecasts throughout the year; preparing monthly and statutory accounting and returns; maintaining all financial policies and internal financial controls and supporting colleagues across the organisation with all finance-related matters.

As the Senior Business Accountant, you will manage and be supported by a qualified Business Accountant and be responsible for ensuring that the core services of the Business Support team are delivered.

The Senior Business Accountant (SBA) is to be a Business Partner to the organisation and responsible for preparing high quality monthly management information reports for the Senior Executive Team (SET) and for the ongoing maintenance of system data on Oracle Fusion EPM (including budget phasing and forecasts) through timeous updates and reconciliation of data as required. The SBA will be expected to identify areas for improvement and work with the Finance system lead to realise these benefits.

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



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

# Delivering for Excellence Senior Business Accountant, Grade 5

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:

- Providing specialist financial input to and challenging the assumptions contained within business cases that are presented by Business Areas to specialist groups such as the Investment Advisory Group and other Project Boards
- Anticipating the needs of the overall business and key stakeholders, constructively challenging and assisting colleagues with ongoing financial decision-making to ensure optimal outcomes for the organisation
- Supporting continuous system development and innovation by identifying potential improvements, carrying out testing and drafting guidance in conjunction with the Finance Systems Lead

And in delivering these you will have:

- Experience of evaluating investment proposals or business cases using relevant business intelligence, analytical skills, good financial judgement, pragmatism, and political sensitivity; guiding business partners through complex financial decisions and resulting in positive, evidence-based financial decisions being made
- A natural curiosity and the ability to extract the financial impact of business changes by probing, assimilating and distilling information from financial and non-financial sources using a collaborative and supportive business partnering approach. You will also have experience of having and resolving difficult discussions with stakeholders regarding the prioritisation of resources
- A commitment to strive for continual improvements and a solution-focussed 'can-do' attitude. You will have advocated for, championed and implemented change projects that have resulted in measurable benefits to the business



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# Delivering for Excellence Senior Business Accountant, Grade 5 (Cont.)

## 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 the Chief Financial Officer, Head of Finance, Finance team leaders and other business area heads with clear, concise, useful and timely support, advice and information in respect of financial data, financial management and finance systems
- Leading the annual budget setting exercise for the Scottish Parliamentary Service (SPS) by liaising with budget managers across the organisation, collating data, reviewing and challenging budget bids, drafting initial budget asks and preparing fully evidenced, clear and concise explanations for any significant changes
- Ensuring that Oracle EPM (budgeting and forecasting) data is accurate, up to date and credible by ensuring that the system is updated timeously to reflect the financial impact of any intelligence gathered from business partners

And in delivering these you will have:

- A recognised technical accounting qualification (CCAB or CIMA) coupled with the management accounting / business partnering experience and ability to provide clear, concise, useful and timely financial management information to senior financial and non-financial stakeholders with a high level of personal credibility.
- A track record of taking full responsibility for preparing significant and / or more complex parts of an annual budget with excellent attention to detail, the ability and flexibility to work under pressure, to tight deadlines, providing high-quality, accurate and value-add outputs.
- An excellent understanding of budget management processes, procedures and systems including forecasting, budget phasing and contingency management.



# Delivering for Excellence Senior Business Accountant, Grade 5 (Cont.)

## Respect

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

Your main responsibilities will involve:

- Actively contributing to a collaborative working environment by seeking out and consulting colleagues where appropriate and by encouraging constructive discussion and participative decision making from all key stakeholders.
- Managing, motivating, coaching and developing your direct line report(s), ensuring that they are given the opportunity to grow their skills, contribute effectively to the achievement of their role, the aims of the finance office and the SPCB as whole.
- Agreeing and monitoring workload and deliverables for your direct report, ensuring that the team can deliver high quality output whilst maintaining an appropriate work-life balance.

And in delivering these you will have:

- Strong contribution to building effective and supportive working relationships by facilitating cross-departmental consultations, contributing constructively in discussions, listening and reflecting on the views of others as well as actively encouraging debate and participation from others
- Experience of leading, coaching and motivating teams, establishing their development needs and helping to develop and grow their capabilities both by sharing your own knowledge and skills and by encouraging them with their own personal development
- Excellent planning, time management, guidance, and organisational skills to ensure that all deadlines and the team's service level agreements are met by available resources





# Delivering for Excellence Senior Business Accountant, Grade 5 (Cont.)

## 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:

- Leading the Business Support team to be the best it can be by proactively seeking out best practice business partnering ideas, obtaining, and acting on feedback from business colleagues and ensuring that the Finance Office is viewed as a supportive centre of professional excellence
- Establishing positive and effective relationships with financial and non-financial colleagues that may be internal or external to the organisation and at all levels of seniority within the organisation
- A flexible and adaptive leadership style that underpins a commitment to equality and diversity and values colleagues' differing areas of skills, strength and expertise

And in delivering these you will have:

- Experience with gathering and collating feedback from colleagues, distilling any lessons to be learned and then actioning those improvement ideas to improve the professional reputation and standing of your service
- The ability to build trust and influence others who may not be part of your immediate team by using flexible communication style, credibility, high levels of personal integrity and an approachable, sensitive and respectful manner
- An inclusive approach to team building which seeks to understand the differing needs and motivations of colleagues and will identify, harness, develop and value the diverse strengths of individuals



# 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 four 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 Senior Executive Team in 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 structure and offices in our [organisation chart](#).

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.



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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.