

Delivering for Excellence

Assistant Business Accountant, Grade 4

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:

- Provide the CFO, Financial Controller, Business Accountant and non-financial budget holders with support, advice, and information in respect of financial data, financial management and finance systems.
- Actively support a culture of continuous improvement in relation to our financial processes and the underlying systems on which they operate.
- Gaining a comprehensive understanding of what drives expenditure across the organisation and identifying trends and other indicators of budget inefficiencies and pressures.
- Support the management of annual contingency, gathering business intelligence from your key contacts to identify budget pressures and surpluses.

And in delivering these you will have:

- Sound financial judgement and knowledge of budgeting and ability to apply this and work effectively in a high-profile environment.
- Ability and flexibility to work under pressure and to tight deadlines to meet agreed service level and measurements producing high quality accurate data and advise.
- Ability to identify interests of different parts of the business and involve relevant staff as appropriate.

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:

- Proactive business partnering with your key stakeholders ensuring quality and timely advice anticipating and supporting their requirements through high quality budgeting, costing, and forecasting including management information and regular financial reporting.
- Support the forecasting, phasing, and re-phasing of office and project budgets, including staffing budgets, using the reporting and forecasting system tools. Prepare monthly commitment and accrual journals.
- Support the annual budget setting exercise and the achievement of the organisational target of a 2.5% outturn against budget.

And in delivering these you will have:

- Proactive, stakeholder focused, collaborative approach to supporting managers and colleagues in financial management.
- High standards of skill and knowledge in operating our finance systems and processes ensuring accuracy and attention to detail.
- Commitment to actively supporting colleagues and a proactive approach to continuous improvement.

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 e.g. with the finance colleagues, budget managers, Directors and Office Heads to deliver a high-quality finance business partner service.
- Communicating financial information, processes, training and guidance to non-financial colleagues in an understandable and accessible manner
- Working within the values of the Parliamentary Service and contributing to an inclusive working environment.

And in delivering these you will have:

- Openly share knowledge and skills to help other members of the team to develop understanding of your responsibilities and is approachable and sensitive towards others.
- A high level of knowledge and understanding of the business and your stakeholders, with whom you have built effective and constructive relationships.
- Proactively consulting relevant colleagues in development and delivery of the business support service.
- As an active business partner ensure diligence and consistency in embedding financial controls, policies, processes, and systems across all stakeholder groups in line with operating in a high profile, political environment.

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:

- Being a visible business partner who inspires trust, take personal responsibility for delivering results of Finance and relevant corporate objectives.
- Contributing to building effective and supportive working relationships within the office and project teams, by contributing constructively in discussions and listening and reflecting the views of others
- Holding regular budget monitoring meetings with the specific managers you support, and their staff. Structuring these meetings to encourage input from those present.

And in delivering these you will have:

- Good communication skills with the ability to communicate policies, processes, and guidance concisely and accurately whilst taking a relevant and inclusive approach.
- 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.
- A proactive and flexible approach to work including the ability to work effectively in a team and on your own initiative.