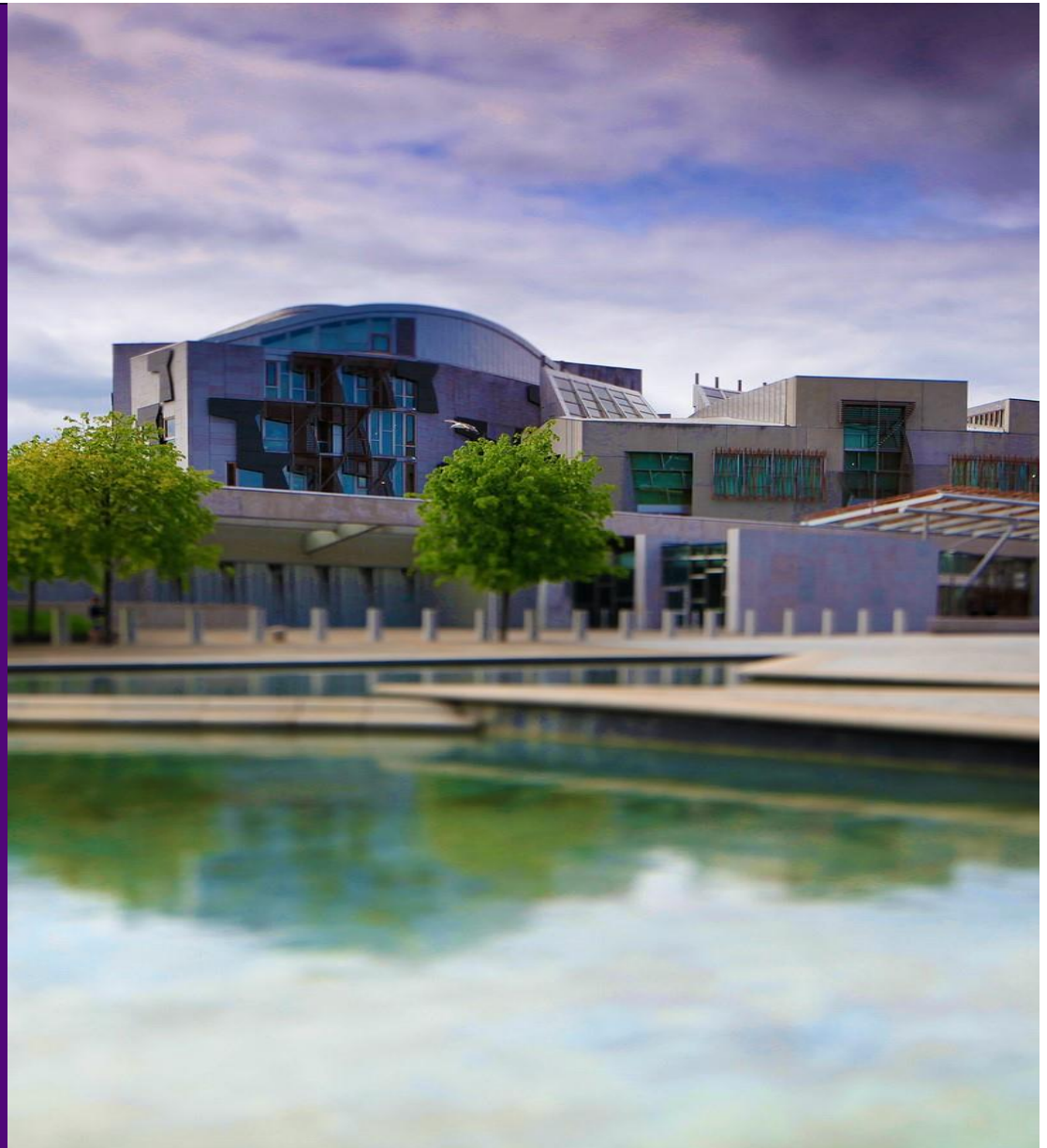




The Scottish Parliament
Pàrlamaid na h-Alba

**Assistant
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 Assistant Business Accountant position.

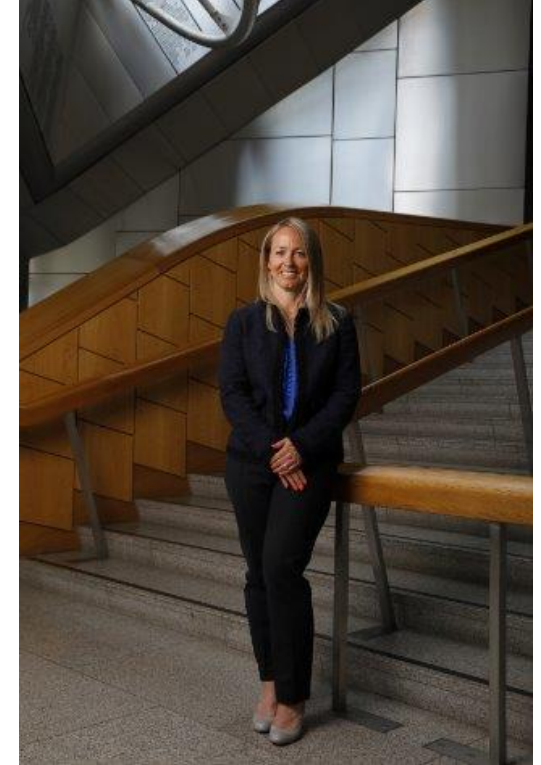
As Chief Financial Officer and Director of Finance and Resilience, I am very proud of the role our highly professional, strategically important Finance team brings to the Scottish Parliamentary Corporate Body (SPCB). We deliver services across all aspects of financial management and control, including 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 Julia Campbell

Senior Business Accountant

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 Assistant 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 due to go 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 to say nothing of post go live issues!

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.



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Working in the Business Accounting Team

I joined the Finance team in the Scottish Parliament in November 2023. It is an incredibly rewarding and inclusive place to work, with a culture of kindness and respect.

The attraction of working within the Finance team is both the work itself, and the team I work alongside. The nature of the role means building positive relationships with budget holders and other key stakeholders across the Parliament and supporting annual budget planning and monthly reporting and forecasting. The work is fast-paced and can be challenging, which promotes career growth and opens opportunities for ongoing learning. Being a Business Partner within the Parliament is to be a trusted advisor amongst both operational teams and management.

As a Finance Business Partner in the Business Accounting team, I have been involved in providing comprehensive financial advice, support, and insight on projects, contracts, and running costs across my business areas. In Business Accounting we also provide support to non-finance users on processes and systems training, and articulate key points of strategic information for senior management. The role of Finance Business Partner within the Scottish Parliament is a very exciting position and can take you out of your comfort zone – which is where you will find the most personal development.

As for the people, Finance has a great team of professionals with a vast range of expertise, who are sure to support you. The differing ranges of knowledge and perspective foster an environment where innovation is encouraged, and ideas are heard and welcomed.

This is a role you can really sink your teeth into, with excellent career development potential. There is never a dull day as a Finance Business Partner at the Scottish Parliament!

Amy Crockatt, Business Accountant



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Financial Systems in the Scottish Parliament

- The Scottish Parliament shares the Scottish Government's accounting system (Oracle R12), financial reporting system (Hubble) and standalone purchasing system (PECOS). Hubble supports budget planning, staff and non-staff forecasting and reporting and is connected to .
- A major Scottish Government project to replace Oracle R12, PECOS and Hubble with Oracle Cloud Fusion is well underway. Oracle Fusion is due to go live in October 2024.
- The Scottish Parliament is in the final stages of replacing its own Payroll and HR systems with a new modern integrated HR system (iTrent) due to go live from November 2024.
- Allowances use a standalone system, MyExpenses, for Members expenses and reimbursement of Members' staff and Parliamentary Service staff expenses claims. Expenditure is recorded for reporting to MSP's and the transactions transferred to the Finance AP and General ledgers for payment and accounting.



Assistant Business Accountant – Finance Office Grade 4

Salary range: £43,764 to £52,183 per annum

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

We seek a fully or part qualified CCAB Accountant who can demonstrate their skills and experience. You will have great interpersonal skills to join us as an effective finance Business Partner.

You'll work in a small Business support team in the Finance Office, alongside an experienced senior Business Accountant and a temporary Business accountant who is helping us with the extra work involved in moving from Oracle r12 to Oracle Fusion

The Finance team covers Business Support, Financial Accounting and transaction processing led by our Financial Controller who also co-ordinates the maintenance of financial controls and policies.

The Business support team is responsible for managing, monitoring, and reporting on the Scottish Parliamentary Service budget. You will support the Business Accountants, Financial Controller, Chief Financial Officer and non-financial budget managers with reliable and credible financial data and advice.

[For full information about this role and to apply for this job click here.](#) Please visit [the recruitment process](#) to further understand our application process and gain some hints and tips on your application.



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

Assistant Business Accountant – Finance Office

Grade 4

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:

- 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.



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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.



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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.



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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.



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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 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.