

Delivering for Excellence

Senior Business Accountant, Grade 5

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:

- 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

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

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

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 Accounting 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 a 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