



Rutherford Cross

The Audit Scotland logo, consisting of a blue checkmark inside a circle followed by the text "AUDIT SCOTLAND" in a bold, blue, sans-serif font.

AUDIT SCOTLAND

Position Profile

Head of Finance



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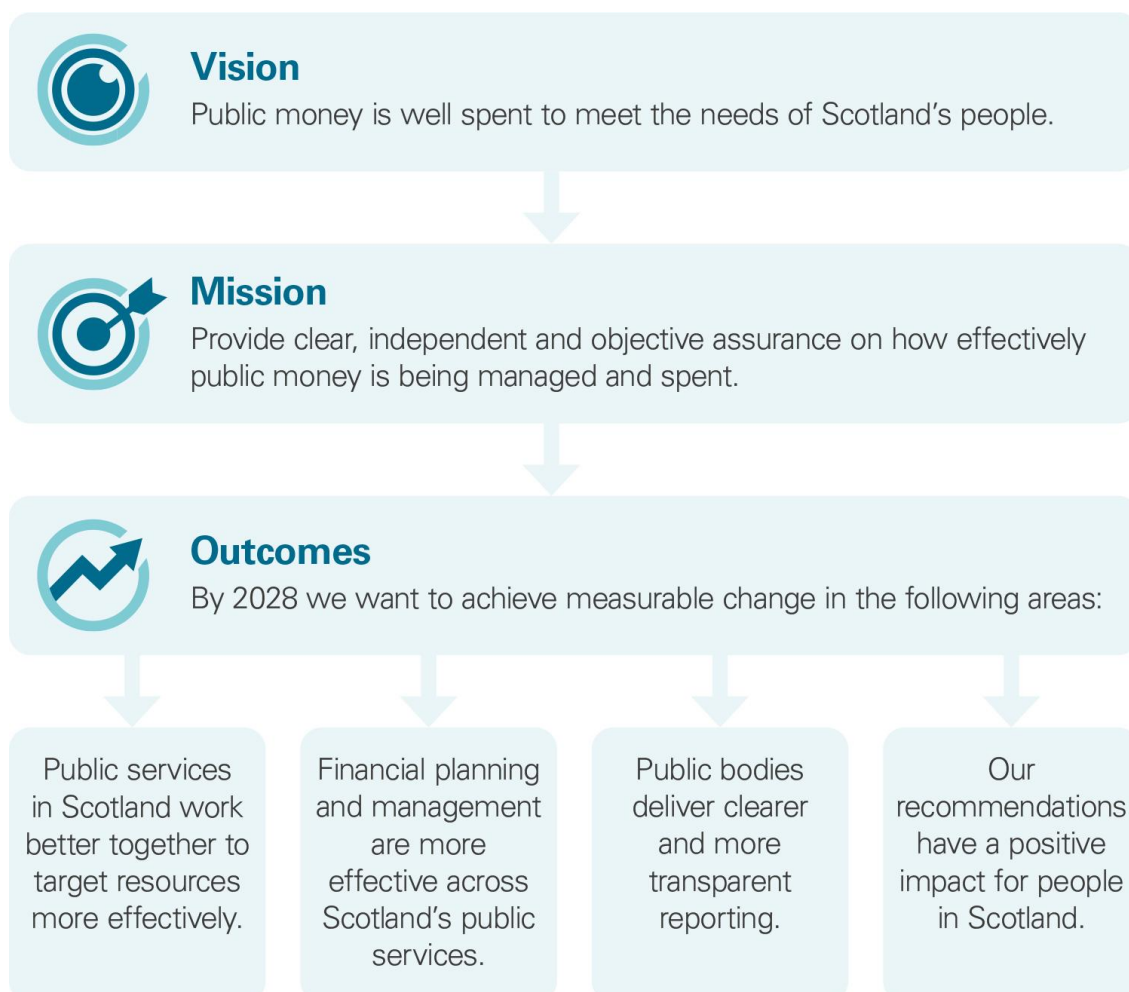
Audit Scotland supports the Auditor General and the Accounts Commission to deliver audits of Scotland's whole public sector.

Our vision is that public money is well spent to meet the needs of Scotland's people. To achieve this, we aim to provide clear, independent and objective assurance on how effectively public money is being managed and spent, and to help public bodies improve how they manage and deliver services.

Our work covers about £59bn of public spending, almost 300 public sector accounts, and the services and projects that affect all people and communities in Scotland. We employ around 340 staff in a wide variety of roles, working from our main offices in Edinburgh, Glasgow and Inverness.

Our Purpose

Our vision, mission and the outcomes we intend to achieve for Scotland's people are set out in [Public audit in Scotland](#), the shared statement of purpose between the Auditor General, the Accounts Commission and Audit Scotland.





Our Strategic Priorities

Through our [Corporate plan](#), we have set out how we will achieve the vision of Public audit in Scotland, and how we will evaluate our performance. Central to this are our strategic priorities:

Timely and impactful annual audit

- Deliver timely annual audits of public bodies as directed by the Auditor General and the Accounts Commission.
- Deliver impactful annual audit work that helps public bodies and supports improvements in public services.

Dynamic performance audit programme

- Address the latest risks and issues facing the public sector through our dynamic performance audit programme.
- Prioritise and resource the work programme to meet the needs of the Auditor General and Accounts Commission.

Enhanced audit approaches

- Increase our efficiency, bolster quality and align with professional developments by reviewing, improving and transforming our audit approaches.

Developing our people and our business

- Base our decisions about delivery and resourcing on our agreed priorities.
- Ensure we have the capacity, skills and flexibility to respond to our environment and deliver our planned audit work.
- Develop our people and their careers through consistent and transparent opportunities.

Insights driving innovation and improvement

- Ensure we have excellent intelligence, from better horizon-scanning, stakeholder engagement and impact evaluation.
- Bring coordinated intelligence to the forefront of our decision-making, improvement and innovation.



Our Values

How we work is integral to delivering our vision, mission and strategic priorities. We put our organisational values at the heart of everything we do.



Equality



Independence



Innovation



Integrity

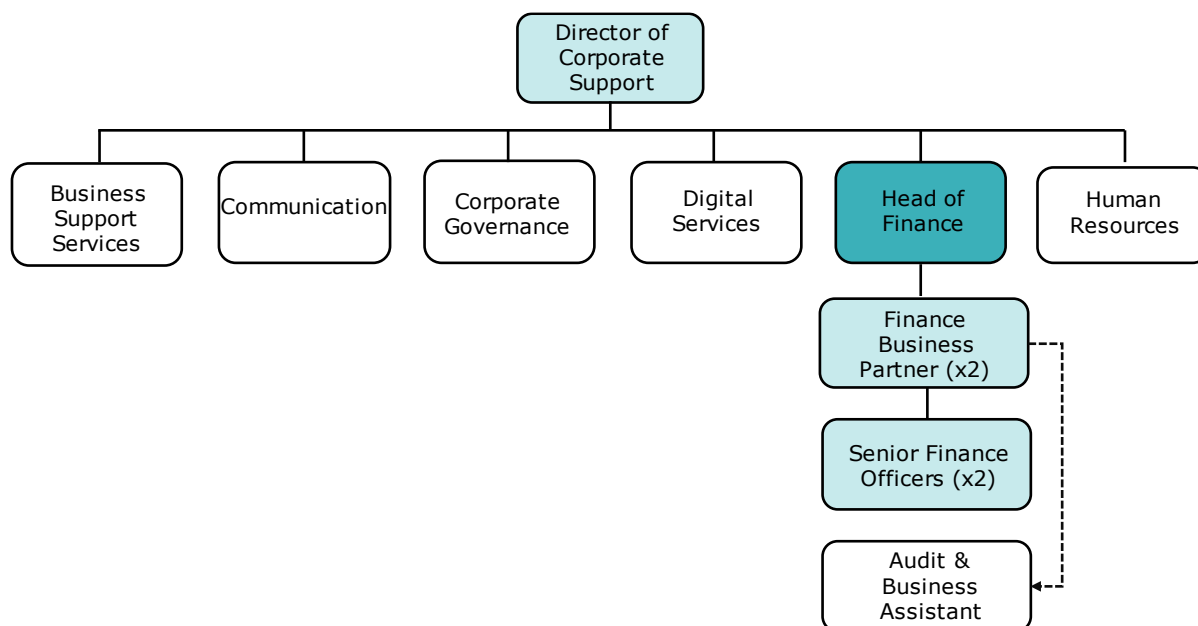


Respect





Organisational Position:



Note: The Audit and Business Assistant is a member of the Business Support Services Team

Job Title:	Head of Finance
Location:	Edinburgh or Glasgow

Overall Purpose of the Role

Through the organisation’s audit work for the Auditor General for Scotland and the Accounts Commission, it scrutinises the effectiveness of the governance arrangements for over 220 public sector organisations across Scotland. The Head of Finance is responsible for the design, development, organisation and coordination of a wide range of finance functions.

The Finance team provides a full range of financial services to the staff, Executive Directors and Board of Audit Scotland. This includes the preparation of Audit Scotland's statutory accounts, monthly management accounts and reports, annual budget preparation and forecasts. Full administration support services are provided (sales and purchase ledgers, payroll, expenses and banking) together with the operation and maintenance of Audit Scotland's financial systems.



The Finance department also manages Audit Scotland's property, insurance, procurement and car lease scheme requirements. You will manage the small team with minimal direction, balancing the various competing priorities and stakeholder needs.

You will develop and maintain professional and effective business relationships at all levels of the organisation, including senior management, Audit Scotland's Board and with external stakeholders. You manage and deploy resources in a proactive and flexible way to ensure efficiency and optimal outcomes.

The Finance Team is part of Audit Scotland's Corporate Services Group, which is comprised of Business Support Services, Corporate Governance, Communications, Digital Services (IT), Finance and Human Resources. These functions provide support and services for the rest of Audit Scotland.

What you will be doing:

Audit Scotland's vision is that public money is well spent to meet the needs of Scotland's people. The outcomes the organisation wants to achieve are that:

- Public services in Scotland work better together to target resources more effectively
- Financial planning and management are more effective across Scotland's public services
- Public bodies deliver clearer and more transparent reporting
- Audit Scotland's recommendations have a positive impact for people in Scotland

As Head of Finance, your principal responsibilities will be to manage and promote high quality financial services across the organisation.

You will ensure we have effective arrangements, systems and processes in place to meet a broad range of legislative and policy requirements. This includes ensuring robust financial management, budgeting and reporting systems are in place for the Executive and Committees.

Working in partnership with the Executive Team and the Leadership Group, you will have a clear understanding of the strategic aims and objectives of the organisation and its business groups and ensure that financial services and



management arrangements are designed to meet the needs and objectives of the organisation.

You will have line management responsibility for the Finance Business Partners and will support their learning and development.

Delivering high quality financial management and effective governance:

- Preparing, managing and reporting on Audit Scotland's budget for the following groups:
 - The Audit Scotland Board
 - The Executive Team
 - The Accounts Commission
 - The Scottish Commission for Public Audit
 - Budget holders
- Preparing a rolling medium term financial plan for Audit Scotland, including financial scenario planning
- Supporting the Executive Team and budget holders to evaluate effectively the resource implications of the corporate plan, group business plans and new initiatives
- Leading the preparation of management accounts and reports and year-end financial accounts
- Ensuring that Audit Scotland's financial and physical resources are managed efficiently and effectively to deliver best value and value for money
- Ensuring that Audit Scotland has the necessary financial systems and procedures to effectively manage its resources
- Ensuring that internal and external stakeholders receive the information that they need on Audit Scotland's use of resources
- Ensuring that Audit Scotland's statutory requirements are met
- Overseeing the exercise of the Comptroller function
- Supporting sound governance by developing and revising appropriate policies and procedures on the use of resources by staff
- Contributing to the production of business plans, the Corporate Plan and the Annual Report
- Providing high quality corporate support; the key areas of responsibility here include:



- Supporting Audit Scotland's corporate and business planning processes
- Supporting our wide-ranging Strategic Improvement Programme
- You will initiate, lead and support a variety of projects to support business change and development, continuous improvement and efficiency
- Ensuring procurement legislation, regulations and procedures are adhered to and secure value for money
- Ensuring Audit Scotland's office accommodation meets long-term requirements
- The provision of sufficient corporate insurance cover (professional indemnity, employers liability, cyber, fleet)
- The delivery and administration of a car lease scheme service to eligible colleagues
- Providing leadership; the key areas of responsibility here include:
 - Leading the Finance Team to ensure efficient and effective service delivery and customer focus
 - Reviewing staff performance and identify training needs to support continuous development
 - Ensuring high quality financial management is a key consideration when Audit Scotland sets strategic priorities
- Developing and delivering excellent relationship management; the key areas of responsibility here include building and sustaining effective working relationships with a broad range of internal and external stakeholders including:
 - The Audit Scotland Board and its committees, the Executive Team, Leadership Group and other budget holders across Audit Scotland
 - Internal and external auditors to ensure that Audit Scotland derives best value from the audit process and responds appropriately to any issues raised by the auditors
 - Other key stakeholders including the Scottish Government Finance Directorate, National Audit Office, Audit Wales, the Northern Ireland Audit Office and the Office of Comptroller and Auditor General for Ireland



Knowledge and Experience

- You will be a qualified accountant and an experienced manager in this field with the ability to lead, support and constructively challenge your colleagues and the wider organisation. You may have worked in the public, private or third sectors
- You will have a proven track record in financial planning and management and have at least five years' experience at a senior level
- You may be educated to degree level and/ or have other relevant professional qualifications
- You have a plan for the future that includes your own development, inspiring others and helping Audit Scotland achieve our vision. Importantly you will share your innovative ideas on how you can make a difference in maintaining and improving our financial arrangements and deliver a high-quality service

Person Specification

Essential:

- Experience of delivering high quality financial management and excellent customer service
- Experience of supporting Boards and senior management forums
- Professional qualification: CCAB or CIMA
- At least five years' experience of leading, developing and implementing financial planning, budgeting and reporting systems and processes at a senior level
- Detailed knowledge of financial legislation, regulations, guidance and good practice
- Experience of using Microsoft office and accounting software packages
- Ability to develop highly effective relationships across the organisation with strong emotional intelligence, deploying a different approach when necessary
- Experience of leading, managing, coaching and developing a team
- Strong analysis and business report writing skills and experience
- Experience of leading continuous improvement and change management practices



Desirable:

- Educated to degree level and / or have other relevant professional qualifications
- Project management skills

Audit Scotland is committed to ensuring that:

- It minimises its impact on the environment in accordance with Government policy affecting public sector organisations
- It upholds the principles of equality, fairness and diversity
- The organisation works within a safe environment and adheres to good standards of health & safety
- All information is protected and managed appropriately
- It maintains independence and political neutrality





Salary:	£72,258 - £81,752, plus competitive benefits (from 1st April 2025)
Holidays:	38 days (inclusive of 8 floating public holidays) + 4 fixed public holidays
Pension:	Defined Benefit Pension (Career Average)
Hours:	Full time Flexible working arrangements 2 days (paid) for volunteering activities

The Recruitment Process

The recruitment process is being handled by our retained advisors, Rutherford Cross and all enquiries should be directed to hazelwynn@rutherfordcross.com.

Hazel Wynn at Rutherford Cross will conduct the first stage interviews prior to discussing candidates with Audit Scotland at the shortlist meeting.

Recruitment Timetable

Closing date for applications	Tuesday 4 th March
Shortlist Meeting (Audit Scotland & Rutherford Cross)	Wednesday 19 th March
Panel Interviews	Wednesday 9 th April

Audit Scotland is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

Audit Scotland is a proud disability confident accredited employer and guarantee to interview all disabled applicants who meet the vacancy minimum criteria. (Specific knowledge and experience above). We are happy to make all required reasonable adjustments to facilitate your inclusion during our recruitment and selection process. This may include additional time for any practical assessments or presentation, reformatting assessment types, and remote or in person interviews. If you wish to discuss how Livingston James and Audit Scotland can support you throughout the recruitment process, please contact Hazel Wynn at Rutherford Cross via hazelwynn@rutherfordcross.com.