



 Rutherford Cross
Position Profile



The Scottish Parliament
Pàrlamaid na h-Alba

Senior Business Accountant



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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 and strategically important team in the Scottish Parliament, business partnering with colleagues across the organisation. The team ensures we spend our budget wisely, supporting excellence in decision making and having appropriate controls and processes in place. The SPCB budget for 2024-25 is £127m. The SPCB employs about 600 staff, with 129 MSPs and another 670 MSP 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: Finance, Allowances, Procurement Services, Resilience and Internal Audit. I am also a member of the Senior Executive Team.

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

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



Sara Glass

Chief Financial Officer and Director of Finance and Resilience



Having recently joined the Scottish Parliament, 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 skills to lead the business support team within the Finance Office. The team works in partnership with colleagues across the organisation to support optimal financial decision-making and budget management. The team provides professional advice and support to finance and non-finance colleagues.

The Scottish Parliament is a well organised, professional and extremely supportive place to work. The Finance Office is very busy, providing a wide variety of services to stakeholders and punches above its weight in terms of delivery, despite being such a small team. Every day is different.

If you're 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

Welcome from Julia Campbell



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. 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 £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.

This 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, and 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



The Scottish Parliamentary Corporate Body is responsible for providing the Parliament with the property, staff and services required for the Parliament's purposes. We place a high value on excellence, and we are continually looking to improve how we can deliver the Parliament's core purpose of representing the people of Scotland by debating issues of national importance, passing legislation, and holding the Scottish Government to account. We are a diverse workforce, and our embedded values shape the way we work and treat each other. We have a culture of respect and inclusion, and everyone has the ability to make a difference.

This is an excellent opportunity to join the Parliament as a Senior Business Accountant, leading the small Business Support team.

The Finance Office is made up of eleven staff incorporating Financial Accounting and Transactions, System Support and Business Support teams. The Office is responsible for preparing and presenting the annual budget; managing payments and receipts for goods and services, cash management, as well as all accounting including capital and fixed assets.





Our Values and Code of Conduct

Our core values are Stewardship, Inclusiveness, Excellence and Respect. Together they help to make clear our common purpose and priorities.

- **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
- **Inclusiveness:** Understanding the big picture and seeking out alternative perspectives. Every colleague feels they are able to make a valued contribution and deliver their best work
- **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
- **Respect:** Appreciating difference, building cohesive teams, and fostering the values and experiences of diversity

Our values are a central part of our working culture and our people management processes.

Please review [our values pages](#) in our staff handbook – this explains our core parliamentary values that we use everyday in our work, management and recruitment.

In addition, all our staff are required by the [code of conduct](#) to demonstrate impartiality in respect of political parties and issues.





Job Title: Senior Business Accountant
Reports to: Beki Stark (Head of Finance)
Location: Holyrood, Edinburgh (Hybrid)

The Finance Office provides high quality and timeous management information and forecasts throughout the year, prepares monthly and statutory accounting and returns, maintains all financial policies and internal financial controls and supports colleagues across the organisation with finance-related matters.

You'll be expected to provide ongoing financial advice and support to colleagues as required, including assistance with budget management decisions, business case preparation or any financial analysis requested.

As Senior Business Accountant, you'll be responsible for:

- Preparing key annual budget information - including staff costs and project budget bids, constructively evaluating and challenging spend and investment proposals and presenting the draft budget to the Chief Financial Officer
- Preparing high quality monthly management information reports for the Senior Executive Team (SET)
- Ongoing maintenance of system data on Oracle Fusion EPM (including budget phasing and forecasts) through timeous updates and reconciliation of data as required

You'll be expected to identify areas for improvement and work with the finance systems lead to realise these benefits. You'll also manage and work closely with a qualified assistant business accountant and be responsible for ensuring that the core services of the Business Support Team are delivered.

You'll support and encourage a culture where your team members are empowered to deliver high quality work which will enhance the reputation of the Parliament. You'll also champion collaborative working with colleagues across the parliamentary service, promoting positive and open communication, as well as our commitment to diversity and inclusion.



You will be a fully qualified CIMA or CCAB management accountant, experienced in the preparation and maintenance of complex annual budgets and forecasts, including staffing budgets and vacancy management.

You'll have excellent experience in building successful and constructive relationships with non-finance budget managers through proactive engagement. You'll be adaptable with excellent judgement. You'll establish how the Finance Office can best help to achieve organisational objectives and add value.

You'll demonstrate a high level of personal credibility and be confident with influencing and challenging colleagues where necessary, whilst maintaining good long-term relations.

Naturally curious, inquisitive, and tenacious, you'll be adept at spotting data anomalies, analysing root causes and asking the right questions in order to get to the underlying reasons for unexpected variations.

You'll be able to distil the financial impact of information and intelligence gathered from any source in order to inform forecasts and financial out-turns and to create succinct, clear reports which will be understood by non-finance colleagues. You'll have a high level of skill in Microsoft Office products, particularly Excel. An excellent communicator, you'll liaise with colleagues at all levels verbally and in writing.

You'll be a resilient and inclusive manager, inspiring colleagues to deliver high performance results in line with our values. You'll have a proven track record of working inclusively with a diverse range of people and groups. You'll have outstanding mentoring and coaching skills and be passionate about contributing to an inclusive and collaborative working culture which values diversity and encourages openness.



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, resulting in positive, evidence-based financial decisions
- Experience of business partnering, resolving difficult stakeholder discussions regarding resource prioritisation while balancing organisational needs, with the ability to extract the financial impact of business changes using a collaborative approach, by probing, assimilating and distilling information from financial and non-financial sources
- A continuous improvement mindset and a solution-focused 'can-do' attitude, advocating for, championing, and implementing change projects that result 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 full CIMA or CCAB accounting qualification and experience of working as a Senior Management Accountant, using MS Excel to a high level and with the skills to provide clear, concise, useful, and timely financial management information to senior financial and non-financial stakeholders
- Experience of identifying and helping to deliver cost reduction, excellent attention to detail and a track record of taking full responsibility for preparing the significant and more complex parts of an annual budget, with the ability to work under pressure, to tight deadlines, providing high-quality, accurate and value-add outputs
- Excellent understanding and experience of leading budget management processes including staff budgeting, staff forecasting, budget phasing and contingency management, using budget management software such as Oracle Fusion EPM or similar software systems



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 Scottish Parliament
- 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:

- The ability to build effective and supportive working relationships by facilitating cross-departmental consultations, contributing constructively to 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, helping to grow their capabilities by sharing your own knowledge and by encouraging 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 Support 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 of gathering and collating feedback from colleagues, distilling any lessons learned, actioning improvement ideas to advance the professional reputation and standing of your service
- A high level of personal integrity with a flexible approach and the credibility and judgement to build trust, influencing others using an engaging communication style and an approachable, sensitive, and respectful manner
- An inclusive approach to team building, seeking to understand the differing needs and motivations of colleagues, identifying, developing, and valuing the diverse strengths of every individual



Remuneration and Benefits

- **Salary:** £56,875 (from April 2025)
- **Working pattern:** This role is full-time (37 hours per week), however, we're happy to talk about flexible working whether that be part-time within reason. We're committed to supporting staff to achieve a healthy work-life balance
- **Flexitime:** To meet business and personal needs, we have a progressive flexible working hours arrangement in place
- **Annual leave:** 41.5 days (including public holidays)
- **Pay progression:** You'll progress each April until the top of the banding is reached
- **Pension:** Civil Service pension arrangements, with a generous employer contribution of 28.97% of annual salary
- **Ongoing development:** learning opportunities available
- [Here is a list of all our additional benefits](#)





The Recruitment Process

The recruitment for this position is being managed by our advising consultants, Rutherford Cross.

Rutherford Cross will conduct initial conversations prior to discussing candidates with The Scottish Parliament. Shortlisted candidates will then be asked to write a values-based supporting statement to evidence your skills, strengths and experience based on the essential criteria for the role. You will need to provide one or more examples to cover **all bullet points** in each of the four value sections above entitled “And in delivering these you will have”.

Please provide evidence covering each of the bullet points within the four values. Your examples may include specific skills, experience, abilities, knowledge, and strengths you have. A maximum of 400 words is allowed per value.

Successful candidates will then be invited to interview with the Scottish Parliament selected panel.

Interested candidates should provide a tailored CV to Nadia Stahl (Listed on next page).

The Recruitment Process



From day one your experience, views and input will be sought and valued. You'll have the opportunity to shape how we deliver our services.

We're committed to providing an inclusive environment that welcomes diverse backgrounds and diverse thinking. Our culture is inclusive, welcoming, and vibrant. We want our colleagues to feel valued, respected, and engaged.

We particularly welcome applications from candidates from a Minority Ethnic background and Disabled candidates. All appointments will be made on merit. We have a values-based culture of respect and inclusion embedded in our organisation, and everyone can make a difference.

We're proud to be an equal opportunities employer that values and respects the people who work for us. All job applications are treated fairly, with respect and without bias.

When you apply for the job, please let us know if you require any reasonable adjustments to our recruitment process.



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