



SCOTTISH  
FUTURES  
TRUST

## POSITION PROFILE

Manager – Finance & Programme



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The Scottish Futures Trust (SFT) was established in 2008 as an arm's length company owned by Scottish Government. As infrastructure specialists, it works hand in hand with the public and private sectors to maximise the benefits coming from their infrastructure projects – whether that is how they are paid for, how they are built, how they are used or how they are maintained.

**SFT has a vision of 'world class infrastructure for the people of Scotland' which is underpinned by four core values:**

- **Bold** - Believing in what it does, with commitment and courage to enable successful outcomes
- **Collaborative** - Sharing knowledge, experience and working in partnerships to achieve more for Scotland's communities
- **Dynamic** - Accelerating positive outcomes by promoting innovation and being a catalyst for change
- **Ambitious** - Striving to excel and inspire by raising expectations





## Scotland's Learning Estate Investment Programme (LEIP)

To help local authorities provide the best teaching and learning environments within available budgets, our Learning Estate team manages a number of interrelated and innovative education infrastructure programmes.

This work is creating and delivering world-class, award-winning environments that not only meet future educational needs but also maximise the use of buildings to ensure communities benefit as well.

In 2019, Supported by an innovative outcomes-based funding approach which we developed on behalf of Scottish Government and COSLA, Scottish Government launched the £2bn Learning Estate Investment Programme (LEIP) aimed at helping improve the condition of school buildings across the whole of Scotland.

The first phase comprised 12 projects, with a second phase announced in December 2020, comprising 25 projects.

The investment programme is jointly funded by Scottish Government and local authorities through the use of an innovative outcomes-based funding model, whereby projects must achieve outcomes in relation to the ongoing good condition of facilities, energy efficiency, digital connectivity, economic growth and embodied carbon.

### **This approach aligns with the principles of the Learning Estate Strategy and Scottish Government's Infrastructure Investment Plan and our own corporate priorities of:**

- Enabling the transition to net zero emissions
- Driving inclusive economic growth
- Building resilient and sustainable places
- Generating economic growth

The first school opened in 2022 with many more pupils and staff to benefit from the investment from 2023 onwards.

We are continuing our role as programme managers for LEIP and will continue to work with Scottish Government, local authorities and the design and construction communities to drive the successful delivery of the programme.



<b>Job Title:</b>	Manager – Finance & Programme
<b>Reports to:</b>	Associate Director – Learning Estate
<b>Team:</b>	Learning Estate
<b>Location:</b>	Edinburgh

## Job Purpose

The Learning Estate team at the Scottish Futures Trust (SFT) is responsible for the efficient and effective delivery of Scottish Government's £2bn Learning Estate Investment Programme (LEIP) and other learning estate related initiatives. These currently include the expansion of Early Learning and Childcare provision, expansion of Free School Meals infrastructure and a programme to develop pilot spaces for School Age Childcare.

The role will provide finance, commercial and programme management support to these initiatives in collaboration with the existing team members.

## Location

You will be based at our office in Edinburgh. Our teams work flexibly with the expectation that you need to be in the office for in-person meetings as required. Additional travel may be required to attend external meetings or site visits.

## Dimensions

- The role acts as a programme finance partner between Scottish Government and Scotland's 32 local authorities to ensure smooth and effective programme delivery and sound financial management
- No internal SFT budget responsibility
- No line management reporting responsibilities



## Principle Accountabilities

- Support all 32 local authorities through the LEIP project development process by ensuring that local authorities have a full and detailed understanding of relevant funding conditions, outcomes and the award process. Provide updates to stakeholders as required
- Assist with the preparation and development of programme budget forecasting and financial modelling to Scottish Government and the LEIP Programme Board
- Assist with the ongoing management of the £1bn capital equivalent LEIP Budget (and associated revenue budget) in collaboration with other team members
- Manage individual project funding allocations by preparing indicative and final funding awards in line with individual project parameters and programme funding principles
- Provide Scottish Government with the necessary information to formalise funding awards
- Monitor local authority returns in relation to outcomes funding for operational projects and make adjustments to funding as necessary
- Contribute to the overall governance of the programme including preparation of LEIP Board papers and other programme reports as required
- Contribute to the planning, preparation and updating of presentations, programme documentation, briefing papers and reports in collaboration with members of the Learning Estate team
- Build and maintain excellent working relationships with other SFT workstream colleagues and key contacts in Scottish Government, all 32 local authorities, SHOPS, SOLACE, ADES, COSLA, suppliers and other organisations linked to the programme
- Assist with ad hoc learning estate issues and queries to support Scottish Government
- Assist with other project finance advice across the organisation as required



## Contextual Information

The role holder will be required to provide comprehensive input in all financial / commercial aspects and programme management as part of the Learning Estate team. Sound judgement and problem-solving skills are essential. The role holder must be able to multitask and prioritise work to ensure deadlines are met. Excellent planning, organisation and communication skills are essential, including the ability to explain relatively complex funding scenarios in a succinct and understandable manner.

Effective interpersonal skills are an important requirement, as the role holder will be expected to build and maintain excellent working relationships with other SFT colleagues and key stakeholders.

## Knowledge, Skills and Experience

- CA / ACCA / CIPFA qualified accountant with around five years post qualification experience, ideally in a project or programme background
- Programme management experience is desirable
- Public sector experience is desirable
- Learning estate or other infrastructure experience is desirable
- Outstanding attention to detail and deadlines
- Well-developed organisational and planning skills
- Self-motivated with a strong ability to prioritise tasks and actions
- Experience of working effectively as part of a small team
- Excellent communication ability, both verbal and written

## Competencies

### **Drive For Results**

The drive to put energy into achieving results and take action to exceed goals and expectations. This includes being courageous in striving for continuous improvement and taking calculated risks to pursue opportunities to deliver results more effectively and efficiently.

### **Impact and Influence**

The ability to convince, persuade or influence others towards a point of view. It is about working collaboratively with others to gain commitment to a course of action, idea or vision.



## **Focus on Quality**

The underlying drive to ensure that quality is consistently high within the working environment. It includes the identification and maintenance of standards to meet the needs of the organisation, together with a desire for accuracy in the workplace.

## **Decision Making and Judgement**

This includes generating alternatives before making a decision or taking action, considering the risks associated with each option and selecting the option that has the best balance for risk and reward.

## **Working with Others**

The willingness and the ability to work positively and proactively with colleagues and others by creating open and honest working relationships in order to achieve the best possible outcomes.







**Salary:** Competitive Salary & Benefits Package

## The Recruitment Process



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- The search and selection process of this assignment is being managed by advising consultant, Will Dodds at Rutherford Cross – [willdodds@rutherfordcross.com](mailto:willdodds@rutherfordcross.com)
- Selected professionals will then be invited to interview with selected shareholders and stakeholders
- Closing Date for applications – **Friday 4<sup>th</sup> August 2023**
- All third-party applications, enquiries and direct approaches to SFT will be referred to Rutherford Cross