



The Scottish Parliament
Pàrlamaid na h-Alba

POSITION PROFILE

Head of Finance



Welcome Note	3
The Organisation	4
The Role	5
Preferred Candidate Profile	8
Remuneration & Recruitment Process.....	10





Hello and thank you for taking an interest in our Head of Finance role. As Chief Financial Officer and Director of Finance & 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. Our services include financial business partnering and decision support, financial forecasting and management information including all statutory financial reporting and policy development.

This is an exciting opportunity at a time for transformation in finance. You'll play a key role in driving benefits from a newly implemented finance system. You'll lead the development of our services and processes, whilst contributing to the strategic direction of the organisation. In this role, you will be a key member of my Directorate Finance & Resilience leadership team. You will also have the opportunity to develop your skills within the wider Parliamentary Leader's Network.

We work in a fast-developing landscape at the heart of Scottish political and public life. There's always plenty of intellectual challenge. Our work is high-profile, and we work with diverse stakeholders. We contribute to and influence the Parliament's vision of making a positive difference in the lives of the people of Scotland. Our roles are truly rewarding.

If you share our ambition to enhance the Parliament's reputation at the heart of a modern, dynamic democracy, I'd really like to hear from you.

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



Sara Glass

Chief Financial Officer & Director of Finance & Resilience



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 Finance & Resilience Directorate as a Head of Finance, leading our high-performing Finance Office to play a significant role in the delivery of the Parliament's strategic vision. The Scottish Parliament Finance Office has a complement of 11 staff and is responsible for all aspects of financial management and control; financial business partnering and decision support; financial forecasting and management information including all statutory financial reporting; and policy development. In addition to being the leader of the Finance Office, as a senior manager you will play an important role in the wider organisational leadership across the parliamentary service.

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:	Head of Finance
Reports to:	Sara Glass (CFO & Director of Finance & Resilience)
Location:	Holyrood, Edinburgh (Hybrid)

Our Finance teams sit in the Finance & Resilience Directorate. These services are at the centre of supporting how the Scottish Parliament makes new laws on devolved matters, debates the issues of the day, and examines what the Scottish Government is doing.

The role reports directly to the Chief Financial Officer / Director of Finance & Resilience. The Finance & Resilience Directorate includes Finance, Procurement, Allowances, Resilience, and Internal Audit.

Our Finance teams are responsible for:

- All aspects of financial management and control
- Financial business partnering and decision support
- Financial forecasting and management information including all statutory financial reporting
- Policy development

Responsibilities

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 the Chief Financial Officer and senior management with support, advice, and information with respect to financial data, financial management, finance systems and processes
- Ensuring robust financial controls are in place over financial processes, procedures and systems minimising the risk of errors and fraud
- Supporting systems development and appropriate innovation within financial and staffing resources available



And in delivering these you will have:

- Sound financial judgement and knowledge of public sector budgeting and accounting requirements with the ability to operate effectively in a complex, high-profile environment constantly under media and public scrutiny
- An ability to work under pressure and to tight deadlines to meet high standards

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:

- Provision of a high-quality budgeting, costing, and forecasting service including management information and monthly Finance reports. The Head of Finance specifically is directly responsible for Scottish Government liaison, Members' (MSPs) budgets and advice to Officeholders
- Preparation and submission of Annual Accounts and Reports with responsibility for compiling the overall report and specific areas of accounts work. Leads liaison with Audit Scotland and is a key contributor to the Audit Advisory Board

And in delivering these you will have:

- Excellent understanding of budget processes and drivers for the SPCB
- A business partnering approach to supporting managers and colleagues in financial management
- High level of knowledge of accounting standards and guidance with an ability to apply them appropriately for the SPCB

Respect

Appreciating difference, building cohesive teams and fostering the values and experiences of diversity.

Your main responsibilities will involve:

- Leading the Finance team to be the best it can be through collaboration, effective communication and building supportive working relationships
- Ensuring staff development, health, safety, and well-being of the office is valued across the team



- Establishing positive and effective internal and external relationships e.g. with the Scottish Government to deliver high-quality services
- Working within the values of the Parliamentary Service and contributing to an inclusive working environment

And in delivering these you will have:

- Strong preference to openly share knowledge and skills to support the development of team members and an approachable and sensitive working style
- An ability to identify interests of other offices as well as balancing Finance requirements to provide high-quality services, using a proactive approach to ensure expectations are being met and key staff are involved as appropriate

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 leader who inspires trust, takes personal responsibility for delivering results, and matches resources to strategic priorities to achieve sustainable outcomes
- Agreeing and monitoring objectives for your direct reports and personal development plans in line with our performance process and acting as a custodian of our strategic aims and values
- Overseeing change initiatives and programmes, anticipating events or organisational considerations and reprioritising within operational areas whilst maintaining a focus on delivery

And in delivering these you will have:

- Good communication skills with the ability to communicate policies, processes, and guidance concisely and accurately whilst taking an inclusive approach
- A track record of leading projects and programmes to deliver complex financial outputs and working across teams to deliver significant organisational change
- The ability to support others to achieve their objectives
- A proactive and flexible approach to work including the ability to work effectively on your own initiative, within a team and lead and motivate others in a team



As a professionally qualified accountant, you will be responsible for ensuring robust financial systems and controls are at the heart of the parliamentary service. Technically excellent and a credible Finance professional with strong business acumen you will be operationally accountable for performance and delivery across all aspects of Finance.

You will have excellent analytical and planning skills and will be committed to developing services that embrace opportunities to leverage digital capabilities.

You'll demonstrate a high level of personal credibility with excellent communication and influencing skills, with the ability to develop and maintain positive working relationships with both SPCB colleagues and external stakeholders. You'll have experience in leading a department and the ability to inspire colleagues to deliver high-performance results. Your leadership skills will role model and promote a culture of developing professional skills that support a career path in Finance.

As a leader/manager, you'll be resilient and inspire colleagues to deliver high-performance results in line with our values.

You'll 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.





Remuneration & Benefits

- **Salary:** £69,090 (Increasing to £72,572 at the 6 month point) + £3,500 Supplement (reduces to £3,000 at the 6 month point) This pay supplement will be reviewed annually and may be continued, reviewed, or removed
- **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. Successful candidates will have an 'informal' discussion with Sara Glass for 1st stage then those progressed to 2nd stage will be expected to prepare a presentation for the panel interview.

Interested candidates should provide a tailored CV and cover letter, outlining their interest and suitability, to both Mark Lewis & Harry Thomson (Listed on next page)



Mark Lewis, Director

T: 07738 732776

E: marklewis@rutherfordcross.com



Harry Thomson, Research Consultant

T: 07780 060207

E: harrythomson@rutherfordcross.com

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.