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The Scottish Social Services Council (SSSC) is the regulator for the social work, social care and children and young people workforce in Scotland.

Our vision is that the people of Scotland can count on social work, social care and children and young people services being delivered by a trusted, skilled valued and confident workforce. Through our work, we protect people using these services and strengthen the professionalism of this workforce.

To deliver our vision, we focus on two main areas of work. The first is protecting the public by registering the workforce and acting where someone falls short of the standards we have set. The second is to work with others to develop the workforce, attract people to careers in this sector and make sure the workforce has the skills and professional knowledge needed to meet the demands of the changing landscape of social work, social care and children and young people services.

The SSSC protect the public by registering social service workers, setting standards for their practice, conduct, training, and education and by supporting their professional development. Where people fall below the standards of practice and conduct, we can investigate and take action. As an organisation we:

- Publish the national codes of practice for people working in social work, social care and children and young people services and their employers.
- Register people working in social services and make sure they adhere to our codes of practice.
- Promote and regulate the learning and development of the social service workforce.
- Are the national lead for workforce development and planning for social services in Scotland.

We believe the people of Scotland have the right to be safe when accessing social care services and **our values** guide everything we do:

- **Work together:** At the SSSC we treat each other with kindness and respect and value the contribution every member of staff makes.
- **Accept responsibility and accountability:** We recognise the trust placed in us to ensure the safety and well-being of people who use social services and that is our guiding mission.
- **Recognition and respect for others:** We value the social service workforce and the life-changing work they do. Our work increases recognition of their role and further develops that role. All our stakeholders contribute to our success, and we recognise and respect their views.



Role:	Senior Accountant
Responsible to:	Head of Finance
Location:	Dundee*

***NB:** SSSC embraces agile working and whilst our offices are in Dundee, we encourage remote working and support a less office-based format. The successful candidate would be expected to travel to Dundee in line with business needs.

Job Purpose

The postholder will be responsible for the day to day management of the SSSC Finance team as well as budget setting, monitoring and reporting and maintaining the finance systems and processes. They will also prepare the annual accounts package and liaise with auditors.

Principal Working Contacts

Head of Finance
Director of Strategy and Performance
Finance team
Senior managers
Scottish Government
Internal and external auditors

Main Duties

- Support the Head of Finance to develop and implement an integrated team of finance professionals and support staff providing shared services
- Support visible leadership, management and a vision for the finance function to deliver a cohesive finance support service
- Produce monthly and annual financial statements and reports, including monthly budget monitoring. Preparation and presentation of financial reports as required
- Manage budget setting by overseeing the preparation of staffing and other budgets, including Outcome Based Budgets. Provide and give advice on financial information in relation to budget setting and budget monitoring. Carry out resource modelling and costings as required
- Be responsible for the financial elements of the pay remit, prepare National Fraud Initiative, Whole of Government Accounts, VAT returns and compliance and other financial returns as required
- Manage cashflow and banking arrangements for the SSSC
- Maintenance and development of finance systems and processes including process improvement and LEAN reviews
- Manage the day to day administration of postgraduate bursaries and the Voluntary Sector Development Fund
- Liaise with internal and external auditors to provide clear, accurate and timely data



- Support the Head of Finance in the development, quality assurance and performance monitoring arrangements for the Finance function to provide a professional service which supports and advises managers and employees in line with corporate objectives
- Provide high quality, accurate, strategic and operational finance advice to management and employees in order to comply with statutory requirements and ensure excellent standards of financial governance
- Actively contribute to the wider aims, workload and objectives of the finance function across the two organisations, ensuring that they are consistent with best practice and ensuring the provision of a sound finance service across the organisations
- Research and develop innovative approaches to ensure continuous improvement and quality systems development for all finance activities through creative problem-solving and bringing new thinking, delivery mechanisms and solutions to both organisations
- Work in partnership with management and key stakeholders to jointly develop finance plans necessary to support their operational plans
- Develop procedures to ensure the integrity and accuracy of financial data
- Contribute or lead on key project initiatives and change programmes
- Keep up to date with developments in financial regulations, legislation and best practice, sharing knowledge across the team to make sure we are continuously improving
- Keep up to date with key issues affecting the workforce in both organisations, in the social care sector and public services
- Deputise for the Head of Finance as required
- Promote a positive and inclusive working environment which supports continuous professional development
- Provide line management and coaching support to staff
- Manage the finance team by reviewing work, prioritising and managing workload and managing training and development, recruitment and absences
- Promote consistent, high quality practice in the finance team, encouraging them to give their best and continually improve performance and consolidate excellence
- As a line manager, model corporate behaviour and demonstrate commitment to organisational values including embracing culture change and raising public awareness of both organisations
- Promote the principles of collaborative working throughout the organisation and in all working practices in accordance with the Partnership Agreements with the trade unions
- Develop and maintain productive and effective working relationships with a range of external stakeholders and key contacts
- Promote diversity and equality of opportunity, making sure that these principles are shown across all areas of service delivery
- Carry out your duties in accordance with our Health and Safety policies, procedures, guidance, practices and legislative requirements
- The SSSC is a developing organisation and this job profile is a broad picture of the role at the time of writing. Duties may change over time.



For this role, the organisation is seeking a fully qualified accountant with appropriate post qualification experience. While it would be highly beneficial if candidates had public sector experience it is not essential for the role. The position will require a candidate to be highly collaborative and able to build relationships across an organisation to support effectively with financial and budgetary management. A keen eye for detail will be key and the ability to translate complex data and present in a clear and concise manner.

Experience and Knowledge

Essential

- Appropriate post-qualification experience
- Excellent working knowledge of financial and budgetary management processes
- Experience of managing and leading a team

Desirable

- Good working knowledge of public sector procurement policies and procedures
- Good understanding of the SSSC and what it does
- Significant experience of managing a busy public sector finance team
- Knowledge of key legislation, rules and regulations surrounding non-departmental bodies
- Experience of a coaching culture and using coaching to support staff
- Knowledge of process improvement and LEAN techniques

Skills and Abilities

Essential

- Interpersonal, oral and written communication skills including the ability to interact effectively with staff at senior levels inside and outside the organisation
- Excellent analytical skills
- Excellent management skills including good planning and organisational skills
- Ability to work across a range of projects
- Work autonomously and be self-motivated
- Ability to explain complex financial information to a range of audiences including non-specialists
- Ability to work collaboratively
- Ability to influence and negotiate confidently
- Ability to think and act strategically and make informed analytical judgements
- Working successfully with external and other stakeholders to bring about change
- Ability to find innovative ways of solving or pre-empting problems

Desirable

- Experience of using Oracle Cloud financial system
- Experience of using Microsoft Teams



- Significant experience of using Microsoft Excel and Microsoft Word

Personal Qualities and Attitudes

Essential

- Ability to adapt to changing demands and situations
- Ability to engage effectively and maintain relationships
- Excellent communication and presentation skills
- Flexible, tactful and responsive
- Reacts positively under pressure
- Excellent analytical and problem solving skills
- Be adept at challenging traditional thinking in a positive and constructive way

Key Performance Outcomes

- Collaborative working
- Effective communication
- Impact and influence (internally and externally)
- Personal accountability

Outcomes

- Occasional travel to other office locations





Salary:	£49,707 – £54,975
Pension:	Local Government Career Average Salary Pension Scheme
Holidays:	38 days holiday (33 days + 5 fixed public holidays) rising to a maximum of 43 days
Location:	Agile working, with main office in Dundee and attendance required at least once a month



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The Recruitment Process

- Initial interviews are with our retained advisors at Rutherford Cross
- Next stage interviews are with the Head of Finance and Director of Strategy and Performance
- Applications should be sent to Hazel Wynn at Rutherford Cross:
hazelwynn@rutherfordcross.com