Assistant Business Accountant (Grade 4)

Reference: 586931
Salary Range: £32,709 to £40,560
Location: Holyrood, Edinburgh
Working Pattern: This is a permanent full time post (applications on a job share basis welcome)
Closing Date: Monday, 31 July at 5 pm

The Scottish Parliamentary Corporate Body (SPCB) ensures that the Parliament has the property, staff and services it needs. The SPCB is made up of the Presiding Officer and five MSPs who are appointed by the Parliament. It makes decisions on a wide range of issues to do with running the Parliament. It also employs the staff who work for the Parliament. Parliamentary staff are not civil servants. They are independent of the Government and provide an impartial service to MSPs of all political parties. The Parliament has around 500 employees.

The Assistant Business Accountant post sits within the Finance Office (11 staff) which forms part of the Finance and Security Group which includes Allowances and Security Offices as well as Finance. The Finance Office is responsible for:

- Maintenance of financial policy and financial control infrastructure
- Provision of guidance on financial processes and procedures
- Supporting offices and project managers on their budgeting, forecasting and phasing
- Maintenance of the accounting, purchasing and fixed asset systems
- Reporting of financial management information at an office, project and corporate level
- Cash control for the organisation
- Payments and receipts for all goods and services
- Preparation and publication of the SPCB’s annual report and accounts

You will report to the Business Accountant.

Duties

Support the Business Accountant within the Finance Office by acting as a business partner and work closely with a number of Business Areas and projects within the Scottish Parliamentary Service (SPS). Support the forecasting, phasing and re-phasing of office budgets in year; work closely with colleagues on all annual budgeting processes include staff costs, contribute to discussions on wider budgeting policy. Prepare and publish monthly financial data. Deputise as required
for the Business Accountant. Work closely with the Financial Accountant and support
the Annual Report and Accounts process and fixed asset management.
Your main duties will be to:

- Act as a Business Partner for Finance and Security Group, Legal Services,
  Procurement and Audit Group, Chief Executive’s Office, Office of Presiding
  Officer and International Relations Office. Provide Business Partner support to
  Project Managers within these Groups. Act as Deputy to the Business
  Accountant on other Groups and projects within the SPS.
- Support the forecasting, phasing and re-phasing of office and project budgets,
  including staffing budgets, using monthly monitoring and quality assurance of the
  Financial Forecasting Tool (FFT) and the Staff Forecasting Tool (SFT). Prepare
  monthly commitment system entries.
- Support the annual budgeting process including payroll and wider budget policy
  in consultation with colleagues and managers.
- Work with the Financial Accountant and contribute to the SPCB Annual Report
  and Accounts process and support fixed asset management.
- Publish regular monthly reports for offices of financial information and as required
  draft the monthly management finance report
- Contribute to Finance forum for regular budget meetings and support
development in the Finance Office as required.

**Skills, Knowledge and Experience Required**

You must be a Central Council of Accounting Bodies (CCAB) qualified, or
international equivalent qualified, or in final stages of your qualification i.e. exam
qualified and expecting to complete the qualification fully within 6 months.

You will also have experience of:

1. **Specialist Professional or Technical Skills**
   - Working effectively as a business partner on budget management and other
     finance matters
   - Work in budgeting processes and coordinating budget information
   - Work in preparing annual accounts
   - Excellent IT skills including a high degree of competency on excel

2. **High Quality Service**
   - Delivery of high quality professional support to meet customer and corporate
     requirements
   - Building strong relationships with customers
   - Contributing to corporate financial targets

3. **Problem Solving and Decision Making**
   - Excellent analytical abilities to identify various business and technical
     challenges, problems and issues
   - Confident in use of financial reporting tools
   - Ability to evaluate complex information and then develop a coherent plan of
     action using strong analytical, planning and organisational skills
• Completer/finisher able to see work through to completion
• An enquiring attitude to understand how things work

4. Team Working and Collaborative Working
• Work well with others and contribute to the team and corporate objectives
• Contribute to colleagues goals and projects
• Lead small change projects impacting on other areas

5. Communication and Interpersonal
• Proven communication skills both oral and written
• The ability to ensure communication and flow of information across a wide range of colleagues
• Able to influence colleagues
• Use communication skills to develop an understanding of customer support requirements.

Please provide evidence of these qualities in your application.

To apply, please send your application to jobs@parliament.scot by 5pm on Monday, 31 July 2017. Interviews are expected to take place week commencing 14 August. There will be a short excel skills test followed by an interview.

Working Pattern

This is a permanent full time post, with applications on a job share basis welcomed.

Benefits

We offer a great range of benefits including 40.5 days' leave (including public holidays) per year rising to 41.5 days from September 2017, the opportunity to join the Civil service pension, flexible working arrangements and family-friendly policies.

Salary

The salary range for this post is shown below:

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3 (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>£32,709</td>
<td>£35,062</td>
<td>£37,414</td>
<td>£40,560</td>
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</tbody>
</table>

You will progress at the rate of one scale point per year provided you are performing your duties to the required standard. Your progression date will be the anniversary of taking up the appointment in the grade. You will be paid monthly in arrears by Bank Credit Transfer directly into your bank or building society account on the last banking day of the month.
Other Information

Hours

The way the Parliament works means that different groups of staff work varying hours and patterns. You may have to work longer hours when Parliament is sitting and reduced hours during recess periods. For this reason we have very progressive flexible working hours (FWH) arrangements. You will be required to work within these arrangements.

Notwithstanding your individual working pattern, if you are employed on a full time basis, you will be contracted to work 1,631 hours per year. This is the equivalent to a 37 hour week, excluding breaks, annual leave and public and privilege holidays. If you work on a part-time basis, you will be required to work the number of hours specified in your appointment letter.

Bandwidths are the hours within which staff may work and accrue time under the FWH arrangements. The bandwidth is from 7:00am to 8:00pm for all work areas and from 7:00am to 10:00pm for Sub Editors, the Deputy Editor and the Editor in the Official Report.

Annual Leave

Your annual leave allowance will be 30 days. Our annual leave year runs from 1 September to 31 August. If you take up your appointment during the course of the leave year, your annual leave allowance will be proportional.

In addition, you will also receive 10.5 days public and privilege holidays (increasing to 11.5 days in the 2017/18 leave year. They are normally taken at fixed times of the year. If you are required to work on a public or privilege holiday overtime arrangements will apply.

If you work on a part-time basis, your annual leave and public and privilege holiday entitlement will be pro-rated.

As with working hours, there may be restrictions on annual leave when Parliament is sitting. In any event you may not take annual leave unless it has been agreed, normally in advance, with your line manager.

Pension

Unless you choose otherwise we offer the opportunity to join the Civil Service pension arrangements, which include a valuable range of benefits. We will make substantial employer contributions towards your Civil Service pension. More information can be found on the Civil Service Pensions website at www.civilservice.gov.uk/pensions
Age

The SPCB does not operate a retirement age policy. This means that there is no upper age limit beyond which you would be automatically retired and you are free to continue in employment for as long as you wish subject to the normal rules concerning Performance, Attendance and Conduct.

Travelling and Other Expenses

We pay travelling and other expenses if you incur them whilst on official duty. However, we will not reimburse the cost of normal daily travel between home and office.

Unless we have stated otherwise in the advert, we do not reimburse travel or other expenses you incur in attending an interview or assessment with us. We are happy to explore alternative arrangements if this causes you difficulty.

Probation

You will be on probation for six months. Confirmation of your appointment is dependent on the satisfactory completion of this probation period, taking into account your job performance, conduct and attendance.

Outside and Political Activities

As an employee of the SPCB, you may not take part in any activity that would in any way conflict with the interests of the Parliament or be inconsistent with your duties and responsibilities.

You may not take part in national political activities, although you may seek permission to take part in local political activities. If permission is granted, it will be subject to the observance of general rules relating to possible conflicts between your official responsibilities and your political activities.

Health and Safety

The SPCB is committed to promoting health and safety as a priority issue. Its aim is to take appropriate and reasonable steps to ensure that it conducts its business in such a way that employees and other people who may be affected by its work are not exposed to risks to their health and safety.

Data Protection

Under the terms of the Data Protection Act 1998, information provided by you will be processed and stored to provide management information for recruitment and equal opportunities monitoring purposes. We will also use this information to form the basis of your personnel record if you are successful for the job. Otherwise we will not retain this information for any longer than it is needed and we would normally dispose of paper records after 6 months. You will have the right of access to any information held about you.
Suggestions

We want all applicants to feel that they have been treated fairly, even if they are not appointed. If you have any comments or suggestions about the way in which this recruitment campaign has been handled, we would really like to hear from you.

Referees

Please do not send references or testimonials with your form. If you are successful, we will approach previous and/or current employers for a reference. We can only make a formal offer of employment once we have received these references. If you have no employment history we may approach any school, college or university you have attended.

Health Assessment and Security Clearance

If you are successful at interview you will be asked to complete a health assessment form. If necessary we may ask you to attend a medical assessment. Assessments are carried out by our occupational health supplier in the Parliament building. The reason why we carry out a health assessment is to make sure that the job you have applied for is suitable for you. It is also to find out if we need to carry out any adjustments to help you do the job.

Security clearance is required for this post. If you are successful we will ask you to complete a security questionnaire. This form will explain our security vetting policy. We can only make a formal offer of employment once the security clearance process is complete.

Visa and Work Permits

There are no nationality restrictions on who the SPCB employs. You must however check whether there are any restrictions on your stay or your freedom to take or change employment in the United Kingdom before you apply for a post. If you are successful at interview we will make a complete enquiry into your eligibility to work in the United Kingdom.

Please note that this document is provided for information only and does not form part of the SPCB’s terms and conditions of employment.

Equal Opportunities

The Scottish Parliamentary Corporate Body is committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in its employment practices. It will seek to ensure that all job applicants and staff are treated fairly, with respect and without bias. No job applicant or employee will receive less favourable treatment than others because of her or his: gender; gender identity; sexual orientation, marital or family status; racial group (includes colour, race, nationality, national or ethnic origin), religion, religious belief, or a similar philosophical belief (or
lack of any of these); disability (unless such treatment is objectively justified); part-time or fixed-term contract status (unless such treatment is objectively justified); and trade union membership status/activities.