Assistant Business Accountant

Reference: 620751
Salary Range: £33,037 to £41,777
Location: Holyrood, Edinburgh
Closing Date: 5pm on Wednesday, 6 February 2019

Working Pattern: This is a full-time post. Our normal working week is 37 hours but we currently operate a wide variety of work patterns successfully balancing lifestyle choices with business requirements. All requests for part time or flexible working hours will be seriously considered.

About the Parliament

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 four 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. There are many groups of staff performing a variety of tasks. These roles range from clerks who advise MSPs on detailed matters of parliamentary procedure, to security and IT staff. The Clerk/Chief Executive is the Parliament’s most senior official. The Chief Executive has the ultimate responsibility for ensuring the Parliament runs smoothly and efficiently. You can find out more about the Parliament on our [website](#).

About the Post

We are looking to fill the role of Assistant Business Accountant within our Finance Office, and welcome applications from qualified accountants or individuals in the final stages of qualification i.e. expecting to qualify within the next six months for this permanent opportunity.

Our Finance Office has a complement of 12 staff which provides support to offices and project managers on their budget management including forecasting and phasing; financial management information at an office, project and corporate level; preparation and publication of the SPCB’s annual report and accounts; payments and receipts for all goods and services; cash control for the organisation; maintenance of the accounting, purchasing, budgeting and fixed asset systems, maintenance of financial policy and financial control infrastructure; and provision of guidance on financial processes and procedures.
Duties

The role will support the Business Accountant within the Finance Office by acting as a business partner where you will work closely with Business Areas and projects within the Scottish Parliamentary Service. As Assistant Business Accountant, you will support the forecasting, phasing and re-phasing of office budgets in year; work closely with colleagues on all annual budgeting processes including staff costs, and contribute to discussions on wider budgeting policy. Preparing and publishing monthly financial data, you will also deputise as required for the Business Accountant, and work closely with the Financial Accountant to support the Annual Report and Accounts process and fixed asset management.

Reporting to the Business Accountant, your main duties will be to:

- Act as a Business Partner for office groups within the Parliament. 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 various financial tools. 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 should be able to demonstrate the following:

1. **Specialist Professional or Technical Skills**
   - Experience in working in budgeting processes and coordinating budget information or work in preparing annual accounts
   - Excellent Excel skills including a sound knowledge of other MS Office software

2. **High Quality Service**
   - The ability to deliver high quality professional support to meet customer and corporate requirements
   - The ability to build strong relationships with customers
   - The ability to contribute to corporate financial targets
3. **Problem Solving and Decision Making**
   - Excellent analytical abilities to identify various business and technical challenges, problems and issues
   - Confidence in the use of financial reporting tools
   - The ability to evaluate complex information and then develop a coherent plan of action using strong analytical, planning and organisational skills
   - The ability to see work through to completion
   - An enquiring attitude to understand how things work

4. **Team Working and Collaborative Working**
   - Working well with others and the ability to contribute to the team and corporate objectives
   - Contribution to colleagues’ goals and projects
   - Leading small change projects impacting on other areas

5. **Communication and Interpersonal**
   - Evidence of proven communication skills both oral and written
   - The ability to ensure communication and flow of information across a wide range of colleagues
   - The ability to influence colleagues
   - The use of communication skills to develop an understanding of customer support requirements.

The above skills and your existing knowledge and experience are vital to succeed in the role of Assistant Business Accountant, so please provide evidence of these qualities in your application.

The first stage of the recruitment process will be an application form. To apply, please complete the application form and send to jobs@parliament.scot by **5pm on 6 February 2019**. You must provide evidence of each skill, knowledge and experience as indicated above in section 5 of the application form.

The next stage will be a short excel skills test followed by interview. Please note that interviews are due to take place week commencing 25 February 2019, although this may change.

**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>£33,037</td>
<td>£35,413</td>
<td>£37,789</td>
<td>£41,777</td>
</tr>
</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.
Benefits

We offer a great range of benefits including 41.5 days’ leave (including public holidays) per year, the opportunity to join the Civil Service pension arrangement, flexible working arrangements and family-friendly policies.

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 1,623.6 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 11.5 days public and privilege holidays. 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 Civil Service Pension Website.

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.

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.

General Data Protection Regulation

For further details on how we will process your personal data please refer to the HR Workers Privacy Notice and SPCB Recruitment Privacy Notice.
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.

The Application and Selection Process

Our recruitment policy is based on the principle of fair and open competition and selection on merit. Each application is assessed in the same way, against the same, agreed criteria for the vacancy in question.

Short-listing

Each application is given a score and a final short-list is agreed by the selection panel. The applicants that receive the highest scores will be invited to interview (with the exception of candidates who apply under the Disability Symbol Scheme who may be invited if they receive the minimum acceptable score).

Will you pay interview or assessment expenses?

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.

Progress of Vacancies

Keep track of what stage we are at with vacancies on our website.

Disability

We guarantee to interview any disabled applicants who meet the essential requirements for the job they’ve applied for. The essential requirements for this job are described under the section “Skills, Knowledge and Experience Required”. This means that if you meet any qualification or experience criteria that we have set, and are assessed as providing “acceptable” evidence of the skills and qualities asked for we will automatically invite you to interview. If you have a disability and would like to talk to us about any aspects of this job please get in touch using the phone numbers or addresses listed above.

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.

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.

Email Applications

On-screen applications should be e-mailed to: jobs@parliament.scot. All e-mails are automatically acknowledged. Please note that evidence of sending an e-mail does not automatically mean that we have received it.

If you do not receive our automatic response within 24 hours of submitting your application by email, please contact us immediately.

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. Go to our Employee Handbook for full details of our 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.