Job profile

Post: Deputy Director, Finance and Operations (M2 grade)

Directorate: Finance Directorate

Line Manager: Director of Finance

Purpose: To secure the delivery of a high quality financial management function and effective corporate services within SFC.

Key responsibilities

1. Develop the organisation’s corporate strategy, ensure its effective implementation across the organisation, improving co-ordination and ownership across directorates in support of corporate objectives, alongside monitoring and reporting so that the organisation achieves its short and long-term objectives and gains credit for its achievements.

2. Develop and secure the implementation and continuous improvement of appropriate organisational policies, processes and procedures to support management control and to ensure SFC achieves its business objectives. This includes the development of effective risk management, internal control procedures, procurement and records management.

3. Ensure the effective operation of SFC’s financial management, including budget-setting, production of annual accounts and in-year budget monitoring for programme funds and running costs.

4. Develop and maintain all necessary systems and procedures to ensure that the organisation complies with all legal requirements and meets agreed operational standards.

5. Lead the liaison with external and internal audit, securing improvements as required and continuing to develop a constructive relationship with Audit Scotland.

6. Develop the organisation’s people policies, procedures and systems to make sure they are fit for purpose and aligned to SFC’s priorities, culture and values. This includes helping to develop the organisation’s culture in support of its mission.
7. Oversee the development of effective organisational design and strategic workforce planning to help match resources and priorities, to develop the organisation’s capacity and capabilities and to secure best value, benchmarking with other relevant agencies and learning from good practice elsewhere within the public sector and enterprise network.

8. Lead the organisation’s engagement with the recognised trade union, supporting and enabling an effective employee voice in line with SFC’s commitment to be a leading Fair Work employer.

9. Ensure that the development of SFC’s digital and ICT function (which is led and managed from the Policy, Insight & Analytics directorate) develops enhanced and efficient modern systems to underpin our day to day operations.

10. Provide appropriate advice and guidance to internal and external stakeholders.

11. Deputise for the Director of Finance across all areas of financial management within SFC, as required.

Skills, qualifications and experience

- Professionally qualified accountant and significant relevant experience covering both financial and management accounts.
- Effective managerial experience together with evidence of leading and improving operations management, both within the post’s direct span of control and across other teams.
- Ability to think and act at an organisation-wide level and to plan ahead, with excellent organisational skills.
- Ability to foster effective partnership working across agencies, to secure best value, efficient services and improvements.
- Effective analytical and decision-making skills.
- High-level oral and written communication skills, together with a proven ability to analyse, understand and respond to complex issues in an appropriate manner, demonstrating good judgement.
- Effective interpersonal skills, including experience of representation and negotiation, in order to represent, negotiate and persuade, build/develop and maintain work relationships with internal and external stakeholders as well as to work flexibly with colleagues in other parts of the organisation.
- Qualified to SCQF Level 11 or equivalent experience in accountancy and full membership of a relevant professional body.

Desirable

- A good understanding of the current Scottish policy and Government operating environment.
Additional information

SFC is an organisation of around 115 staff and is responsible for public funding of around £1.9bn per annum. The post-holder will be one of a team of three Deputy Directors supporting the Director of Finance to lead the directorate’s functions: tertiary education funding; the sustainability of the further and higher education sectors and their estates; and financial management and corporate services.

The post-holder will have two direct reports, each supported by teams of their own: the Assistant Director, Finance; and the Assistant Director, HR & OD. The post-holder will also have a shared reporting line with the Head of External Affairs for the Assistant Director, Strategy and their team.

Status of Job Profile

This profile has been created to describe, in outline, the nature of appointments at this level. It is an indicative document and the exact nature of these duties will vary with time and from post to post. Post holders will be expected to carry out any work that is commensurate with their grade or that may reasonably be required of them.

Committed to equality of opportunity