Based in Edinburgh, the Scottish Further and Higher Education Funding Council (SFC) is the national, strategic body that is responsible for funding teaching and learning provision, research and other activities in Scotland's 26 colleges and 19 universities and higher education institutions.

**Budgeting & Reporting Officer, Finance**

*Salary in the range (E2) - £32,883 - £38,724 per annum (1.0 FTE)*

Reporting to the Senior Budgeting & Reporting Officer, the purpose of this role is to work pro-actively with programme and running cost budget holders as well as colleagues in the finance team to ensure the effective and accurate management of allocated budgets.

Key tasks include to assist with the budget setting process and in-year reforecasts for organisational running costs, liaising with budget holders across the organisation; undertake month-end processes; liaise with finance colleagues to produce accurate and timely financial information; interpret information to provide assurance over the validity of data in management accounts and salaries budget; support the provision of monthly management information; and support grant funding processes (maintaining accurate data on the organisation’s grant payments system, assisting in production of monthly payments to institutions and progressing grant funding awards). Also gather supporting information and query data in line with SFC’s Financial Procedures, ensuring its suitability for use as evidence for audit purposes; comply with Financial Procedures, providing support in the updating of Financial Procedures Manual as appropriate; and provide online bank administration support for the finance team.

With relevant financial and budgeting experience, or qualified to at least SCQF Level 9 (Degree), you must demonstrate sound analytical and report writing skills, including presentation of financial data. In addition, good communication and interpersonal skills are essential as you will be required to build and develop positive working relationships with colleagues within your own and other directorates.

An ability to work within a team to deadlines and tight timescales to meet set objectives is also essential, as is a flexible outlook, able to react positively to change while co-ordinating a diverse range of priorities. Good IT skills, including use of MS Word, Excel and a familiarity with financial / budgetary systems are also required.
An understanding of the further and higher education sector would be beneficial, but not essential.

SFC is a friendly welcoming team and believes it is at its best when its work is informed by different perspectives. We are therefore keen to receive applications from talented individuals from all walks of life. Applications from black and minority ethnic candidates, candidates with disabilities and applications from 16-24 year olds are encouraged.

This role is normally based in our Edinburgh office near Haymarket station. All SFC staff are currently working from home for the time being due to the pandemic. When the restrictions are lifted we will return to using our office, but there will be some flexibility for home-based working.

We will consider flexible working for this position.

Please apply by submitting an SFC application form. (We do not accept CVs). Application and equality monitoring forms, together with further details on the vacancy are available from our website.

The closing date for applications is 12 noon on Wednesday 9 February 2022. It is intended that remote interviews will take place from week beginning 21 February 2022.

Committed to equality of opportunity