**Job profile**

**Post** Budgeting & Reporting Officer (E2)

**Directorate** Finance

**Line Manager** Senior Budgeting & Reporting Officer

**Purpose** 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 responsibilities**

1. Assist with the budget setting process and in-year reforecasts for organisational running costs, liaising with budget holders across the organisation.
2. Undertake month end processes including salary journal and reconciliations and production of running costs management accounts, liaising with colleagues in the finance team, to produce accurate and timely financial information.
3. Understand and interpret information to provide assurance over the validity of data in management accounts and salaries budget.
4. Support the provision of monthly management information for the organisation’s Resource Review Group (RRG).
5. Support grant funding processes, along with other finance staff, by maintaining accurate data on the organisation’s grant payments system, assisting in production of monthly payments to institutions and progressing grant funding awards.
6. Gather supporting information and query data in line with SFC’s Financial Procedures and ensure its suitability for use as evidence for audit purposes.
7. Comply with Financial Procedures and support updating of Financial Procedures Manual as appropriate to ensure that SFC’s financial practices align with written processes.
8. Provide online bank administration support for Finance team.
Skills, qualifications and experience

**Essential**

- Relevant financial and budgeting experience, or qualified to at least SCQF Level 9 (Degree)
- Sound analytical and report writing skills, including presentation of financial data
- Good communication and interpersonal skills to build and develop positive working relationships with colleagues both within the Finance directorate and other directorates, to facilitate the timely provision and exchange of guidance and information necessary to manage the Council’s budgets (both programme and running costs)
- Able to work within a team to deadlines and tight timescales to meet set objectives
- Flexible, able to co-ordinate a diverse range of priorities and react positively to change
- Good IT skills including use of MS Word, Excel and a familiarity with financial / budgetary systems

**Desirable**

- Understanding of the further and higher education sector

**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.

More details on the SFC can be found on our [website](#) along with more specifics on the role of the [Finance Directorate](#).

**Committed to equality of opportunity**