The Scottish Funding Council’s work in tertiary education makes a real difference to people’s lives through learning, research and innovation. Joining us could be a transformative decision for you too.

We are currently looking for:

**POST:** Assistant Director, Finance Systems and Transformation  
**DIRECTORATE:** Finance
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME</td>
<td>3</td>
</tr>
<tr>
<td>ABOUT THE VACANCY</td>
<td>4</td>
</tr>
<tr>
<td>Overview</td>
<td>4</td>
</tr>
<tr>
<td>Finance Directorate</td>
<td>4</td>
</tr>
<tr>
<td>Background and purpose of role</td>
<td>4</td>
</tr>
<tr>
<td>Key Responsibilities</td>
<td>5</td>
</tr>
<tr>
<td>Person Specification</td>
<td>6</td>
</tr>
<tr>
<td>Essential training and qualifications</td>
<td>6</td>
</tr>
<tr>
<td>Essential skills and knowledge</td>
<td>6</td>
</tr>
<tr>
<td>Essential knowledge and experience</td>
<td>6</td>
</tr>
<tr>
<td>Desirable</td>
<td>6</td>
</tr>
<tr>
<td>Further Information</td>
<td>7</td>
</tr>
<tr>
<td>TERMS OF APPOINTMENT</td>
<td>8</td>
</tr>
<tr>
<td>HOW TO APPLY</td>
<td>9</td>
</tr>
<tr>
<td>Your Privacy</td>
<td>10</td>
</tr>
<tr>
<td>THE SELECTION PROCESS</td>
<td>10</td>
</tr>
<tr>
<td>Shortlisting</td>
<td>10</td>
</tr>
<tr>
<td>Interviews</td>
<td>10</td>
</tr>
<tr>
<td>Indicative Timeline</td>
<td>10</td>
</tr>
</tbody>
</table>
WELCOME

Thank you for your interest in joining our team at the Scottish Funding Council (SFC).

We are the national funding authority for tertiary education and research. We invest around £2 billion every year, and our funding enables colleges and universities to provide life-changing opportunities for over half a million people.

What drives us is our ambition to create and sustain world leading learning, research, and innovation. So, naturally, we have a clear focus on recruiting the best people and developing them throughout their career.

Our policies and investments spread far beyond campuses, and they have real impact on Scotland’s economy and on wider society: this makes the Scottish Funding Council an inspiring place to work.

This is a really exciting time for us. We recently led a national review and are now actively refocusing our priorities, operations, and capabilities to play an even more central and effective role in Scotland’s future.

We are a friendly, welcoming team and we believe we are at our best when our work is informed by different perspectives. We are always keen to receive applications from talented people from all walks of life, whose skills will help us serve all of Scotland’s communities.

We look forward to hearing from you, and very much look forward to welcoming new members to the team.

Karen Watt
Chief Executive
ABOUT THE VACANCY

OVERVIEW

We are looking for a talented, experienced and enthusiastic person to join our Finance Directorate as **Assistant Director, Finance Systems and Transformation**.

We would love to hear from you, whether you are looking for a permanent move or to join us on a secondment.

We welcome applications from people with disabilities and those from minority ethnic and language communities, as well as those who have skills in Scottish Gaelic or British Sign Language.

FINANCE DIRECTORATE

Ensures SFC’s financial and property resources are deployed and managed to support delivery of its strategic framework and outcome agreements.

The Directorate also ensures that SFC’s public funds are protected in relation to effective governance, management and use of teaching, student support, research and capital resources in colleges and universities.

In addition the Directorate manages the development and monitoring of the standard prices and rates used in SFC’s main funding models, carries out planning, management, monitoring and checking of European Social Funds (ESF) and student support funding, and provides advice and guidance to colleges. Finally, the Directorate is responsible for monitoring and assessing the long term financial sustainability of the tertiary sector, capital and environmental sustainability.

BACKGROUND AND PURPOSE OF ROLE

You will perform a key strategic role, working closely with senior managers within the SFC to deliver excellent and efficient service capability across the Finance Directorate.

Specifically, you will work to the Director of Finance supporting the Finance Leadership Team (3 Deputy Directors) to develop and implement a finance transformation programme. The programme covers a wide range of themes ranging from financial and funding data and systems, process redesign, enhancing financial governance and control though to enhancing capability and capacity of the Directorate.

The role has direct line management of 1 E2 but you will work closely numerous groupings of colleagues across the SFC.

COMMITTED TO EQUALITY OF OPPORTUNITY
The Directorate is responsible for all financial and funding processes across SFC which has an annual spend (excluding non-cash expenditure) of approximately £2bn p.a. of which £10m relates to running costs.

You will have close working links, providing advice and support to the Director of Finance, the Finance Leadership Team and SFC business areas.

KEY RESPONSIBILITIES

1. Co-ordinate and shape the Finance Transformation Programme, ensuring pace, congruency and high-quality outcomes which reinforce the Directorate’s capability and capacity. Working collegiately with the leadership team; provide insightful advice and stimulus in delivering a more influential and capable function.

2. To improve the quality and depth of communication and knowledge sharing around financial and funding data processes and systems.

3. Ensure a robust control environment operates across our systems and that data quality is maintained.

4. Play a key role in interpreting requirements, suggesting/evaluating options and providing, or assisting stakeholders to self-serve, appropriate financial and funding data for further analysis.

5. Provide specialist advice to the Director of Finance on financial and funding data and systems.

6. Serve as the Directorate’s focal point for signing-off all changes to and new implementations of systems that affect the directorate to ensure the financial and data integrity of new developments and compliance with financial governance arrangements (e.g. delegated scheme of authority).

7. Provide a strong example to the wider directorate through regular performance reporting, coaching and developing a strong and effective culture across all our teams.

8. Working with subject matter experts; contribute to the development of funding models for colleges and universities.


The above list is not exhaustive, and the job holder may be required to undertake such duties commensurate with their grade or that may reasonably be required of them.
PERSON SPECIFICATION

ESSENTIAL TRAINING AND QUALIFICATIONS

- Qualified Accountant (CCAB or CIMA).
- Evidence of continuing professional development e.g. digital skills, leadership, corporate governance.

ESSENTIAL SKILLS AND KNOWLEDGE

- Strong team management skills with experience of developing, mentoring and improving team performance.
- Track record of an ability to form effective working relationships with internal and external stakeholders.
- Ability to ensure the financial integrity of new developments through co-ordination/communication.
- Ability to be an intelligent customer in liaison with IT professionals.
- Ability to interpret requirements.

ESSENTIAL KNOWLEDGE AND EXPERIENCE

- Significant experience of a large Finance Team with practical hands-on experience of using large financial accounting systems.
- Knowledge of public sector accounting.
- Knowledge of security and controls required to protect data and systems.
- Experience of working in a finance department and a good understanding of the key services provided.
- Experience of programme and project management.
- Experience in the delivery of financial systems plans and strategies.
- Public Sector Experience.

DESIRABLE

- Knowledge of a variety of Financial Systems.
- Some knowledge of academic funding models.

COMMITTED TO EQUALITY OF OPPORTUNITY
FURTHER INFORMATION

For an informal conversation to find out more about these roles please contact Richard Maconachie, Director of Finance, at rmaconachie@sfc.ac.uk or on 0131 313 6511. No agencies.
The salary range for this post (Grade M1) is **£53,721 to £63,363** per annum (pro rata).

- **Normal hours** of work are 37 per week. We will consider flexible working arrangements. A flexi-time system is in operation.

- This role is normally based in our Edinburgh office. At present many of our staff are still largely working from home, although our office has reopened for those who choose to use it. We are developing our future approach to **hybrid** working in consultation with our workforce.

- **Annual leave** entitlement is 26.5 days pro-rata, rising to 30 days pro-rata after 4 years’ continuous service, and calculated from date of commencement. Public and privilege holiday entitlement is 11.5 days pro-rata.

- The **salary** range for this post is £53,721 to £63,363 per annum (pro-rata). Placement in the pay range is dependent on qualifications and relevant experience. Existing employees appointed on a level transfer will retain their current salary.

- Salaries are reviewed annually in April for employees who commence employment prior to 1 October in the preceding year. Under current arrangements salary increases (base pay and progression) for all employees at this grade are determined in negotiation with the recognised trade union and are awarded to staff that have performed satisfactorily in the previous year.

- All staff are paid monthly in arrears by bank credit transfer on the last working day of every month.

- On joining SFC most employees will be auto-enrolled into the **Civil Service Pension Scheme** (alpha). At current rates, employees on this pay range will pay a pension contribution of 5.45% or 7.35% depending on salary. Details of contribution rates together with further details of the **pension benefits** are available on the Civil Service Pensions website. There is also the option of a Partnership pension account.

- You must be eligible to work in the UK to apply for these roles: we do not offer sponsorships. As part of our pre-employment process we will ask you to provide relevant documentation to show that you are eligible to work in the UK and, as our work involves dealing with public funds and policy, providing clearance through a Basic Disclosure Scotland certificate.
HOW TO APPLY

To apply, please send us:

- An applications form, available to download from our website Jobs at SFC. Please use this to set out your career history, with key responsibilities and achievements. Please provide reasons for any gaps. This can be supported by a cv if you wish.

- On the application form please provide a supporting statement which, should give evidence and examples of your proven experience in relation to each of the selection criteria in the Person Specification section above, as far as you can. If you progress to interview stage, the interview panel will assess you across the full range of experience, skills and knowledge in the Person Specification.

- Details of two referees. One must be your present or most recent employer. We will take up references for the successful candidate at the offer stage.

- A completed Equal Opportunities Monitoring Form. It is not essential to provide this, but this data is valuable in supporting our equality and diversity aims. We will treat your diversity data in the strictest confidence. It is not provided to the selection panel and will not affect your application in any way. For each of the questions on the form you have the option to select 'prefer not to say'.

Please email your application to recruitment@sfc.ac.uk by 5pm on Thursday 22 September 2022. You should receive an automated acknowledgement. If you have any problems with your application, please phone us on 0131 313 6500.

If relevant, you should also tell us in your application:

- If you would like to be considered for secondment. Otherwise we will assume you are applying for a permanent role.

- If you wish to claim a guaranteed interview under the Disability Confident Scheme. Under this Scheme, all applicants who consider themselves to be disabled in terms of the Equality Act 2010, and who meet the essential minimum criteria for the post will be guaranteed an interview. You can find further guidance on the definition of disability for these purposes on the DirectGov website here: Disability and the Equality Act 2010.
YOUR PRIVACY

To read more about how we collect, store and share your data please read our privacy notice which can be accessed on our website here: Privacy Notice (sfc.ac.uk).

THE SELECTION PROCESS

SHORTLISTING

The selection panel will assess your application by considering the evidence you have provided against the “Experience” criteria in the Person Specification section. Failure to address any or all of these may affect your application. The selection panel will then select the shortlist of candidates to take forward to interview stage.

INTERVIEWS

If you are shortlisted, we will invite you to attend a panel interview in which you will be invited to discuss your interest in the post and to give evidence of your experience and professional competence in relation to the Key Responsibilities and criteria in the Person Specification. You may find it helpful to use the STARR model to prepare for this.

We will also invite you to give a brief presentation to the panel on a topic which we will send you in advance.

INDICATIVE TIMELINE

This timeline below indicates the date by which decisions are expected to be made. We will aim to advise all candidates of the outcome as soon as possible at each stage.

Please note that these dates are indicative and may be subject to change. If you are unable to meet these timelines please tell us on your application form.

<table>
<thead>
<tr>
<th>Key stage</th>
<th>Indicative date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing date for applications</td>
<td>5pm on Thursday 22 September 2022</td>
</tr>
<tr>
<td>Shortlist agreed</td>
<td>Tuesday 27 September 2022</td>
</tr>
<tr>
<td>Interviews</td>
<td>Week commencing Monday 3 October 2022</td>
</tr>
</tbody>
</table>