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 Finance Officer

DIRECTORATE: Finance

COMMITTED TO EQUALITY OF OPPORTUNITY
# 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>4</td>
</tr>
<tr>
<td>Person Specification</td>
<td>5</td>
</tr>
<tr>
<td>Essential skills, qualifications and experience</td>
<td>5</td>
</tr>
<tr>
<td>Desirable</td>
<td>5</td>
</tr>
<tr>
<td>Status of vacancy outline</td>
<td>6</td>
</tr>
<tr>
<td>Further Information</td>
<td>6</td>
</tr>
<tr>
<td>OUTLINE TERMS OF APPOINTMENT</td>
<td>7</td>
</tr>
<tr>
<td>HOW TO APPLY</td>
<td>8</td>
</tr>
<tr>
<td>Your Privacy</td>
<td>9</td>
</tr>
<tr>
<td>THE SELECTION PROCESS</td>
<td>9</td>
</tr>
<tr>
<td>Shortlisting</td>
<td>9</td>
</tr>
<tr>
<td>Interviews</td>
<td>9</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 an experienced and enthusiastic person to join our Finance Directorate as Assistant Finance Officer.

We would love to hear from you and 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 is responsible for all financial and funding processes across SFC and ensures that SFC’s public funds (circa £2 billion) are protected in relation to effective governance, management and use of teaching, student support, research and capital resources in colleges and universities. Approximately £10m relates to SFC’s running costs.

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

Reporting to the Payment and Procurement Officer you will be providing support to finance activities. This post plays a key part in ensuring the accuracy and timeliness of payments, and the accuracy of the financials ledger (particularly with regard to running costs budgets).

KEY RESPONSIBILITIES

1. To ensure that invoices and claims are properly authorised and correctly coded, and that the value is correct.

   I) To input invoices, purchase orders, travel & subsistence claims, miscellaneous claims into the Finance accounting system.

   II) To follow up on queries relating to the invoices and claims.
III) To store documentation accurately in line with GDPR requirements and to strive to reach key performance indicators for purchase ledger transactions.

2. To prepare accounts receivable invoices and to ensure payment received.

3. To monitor and reconcile Council bank accounts on a daily basis by using online banking, to verify all income and process journal entries and to create CHAPs and international transfers as required.

4. To complete month-end and year-end reconciliations. To prepare and accurately produce monthly balance sheet, creditor/debtor and bank account reconciliations to deadline.

5. To prepare monthly reporting e.g., over £25K report, Prompt Payments report.

6. To aid the Payment and Procurement Officer with Audits, e.g., collating files and answering process queries.

7. To provide support to the Finance team and across SFC as required, and specifically to the Payment and Procurement Officer to accurately produce the monthly grant in aid request as required.

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 SKILLS, QUALIFICATIONS AND EXPERIENCE

• Previous bookkeeping experience.

• Knowledge of finance IT systems.

• Good level of oral and written communication skills.

• Excellent numerical skills including accuracy with figures.

DESIRABLE

• Experience of Sun Accounts software.

• Financial part-qualification (in bookkeeping or accounting).
STATUS OF VACANCY OUTLINE

This outline has been created to describe 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.

FURTHER INFORMATION

More details on SFC can be found on our website including more specifics on the role of the Finance Directorate.
OUTLINE TERMS OF APPOINTMENT

The salary range for this post (Grade E1) is £25,638 to £30,120 per annum (1.0 FTE).

- Normal full-time hours of work are 36 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.

- SFC’s probationary period for all employees is 6 months from the starting date.

- The salary range for this post is £25,638 to £30,120 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% of 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: we do not offer sponsorships. As part of our pre-employment process we will ask you to provide the contact details of two referees, relevant documentation to show that you are eligible to work in the UK and a Basic Disclosure Scotland certificate.
HOW TO APPLY

To apply, please send us:

- Your CV and a supporting statement to recruitment@sfc.ac.uk. Please use this to set out your educational and professional qualifications, and career history, with key responsibilities and achievements. Please provide reasons for any gaps.

- Your supporting statement 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. In your statement provide the following:
  
  - Your current salary.
  - Any dates when you will not be able to attend the interview.
  - When you could take up appointment if successful.
  - 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'.
  - If relevant, you should also tell us 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.

If you give any information which you know is false, or if you withhold relevant information, this may lead to your application being rejected, or if you have already been appointed, to your dismissal.
Please email your application to recruitment@sfc.ac.uk by 9am on Monday 7 November 2022. You should receive an automated acknowledgement. If you have any queries on the application process, please phone us on 0131 313 6500 and ask for Human Resources.

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.

THE SELECTION PROCESS

SHORTLISTING

The selection panel will assess your application by considering the evidence you have provided in your CV and supporting statement. Please ensure your application demonstrates how you meet the criteria in the Person Specification for the role. 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 may also invite you to prepare an exercise and/or give a brief presentation to the panel as part of the selection process.
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 in your supporting statement.

<table>
<thead>
<tr>
<th>Key stage</th>
<th>Indicative date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing date for applications</td>
<td>9am on Monday 7 November 2022</td>
</tr>
<tr>
<td>Shortlist agreed</td>
<td>Week commencing 14 November 2022</td>
</tr>
<tr>
<td>Interviews</td>
<td>Week commencing 5 December 2022</td>
</tr>
</tbody>
</table>