

## GOVERNANCE AND FINANCE OFFICER (GOVERNANCE)

Section:	Corporate Services
Responsible to:	Head of Corporate Services (HCS)
Location:	Based at our offices in Thistle House, 91 Haymarket Terrace, Edinburgh EH12 5HE. Remote and hybrid working options are available. This role requires some onsite working.
Terms of Appointment:	Permanent. Pensionable through the Civil Service Pension Scheme.
Starting salary:	£16,442 per year for an 18.5 hour week (£32,884 per year full-time - 37 hours per week)
Salary scale:	Currently £32,884 to £40,000 (pro-rated) Equivalent to the Scottish Parliamentary Corporate Body's Grade 3.
Required hours:	Part-time – 18.5 hours per week. Flexible working pattern available.
Leave allowance:	25 days increasing to 30 days plus 11.5 public holidays - pro-rated depending on working hours.

### Job purpose

The Governance and Finance Officer (Governance) (GFO) provides high quality support to the Head of Corporate Services and wider office in relation to the management of our governance and finance arrangements.

The GFO will assist the Head of Corporate Services in the development and maintenance of our governance and risk management systems. This is a part-time post and the incumbent will lead on the governance elements of the role. They will be supported by and provide cover for the other part-time GFO who leads on the financial elements.

Working in a small office environment, the post-holder will provide cover and be sufficiently flexible to undertake any tasks as required to support the work of the office.

### Duties

1. Supporting day-to-day management of our financial transactions and procedures:
  - Processing and recording financial transactions appropriately.
  - Payroll, including preparation, submission and reporting.
  - Administering the pension scheme.
  - Preparing, updating and reporting on the annual budget.
  - Providing a range of regular and ad hoc management information.
  - Building and maintaining good working relationships with suppliers, service providers and other third-party contacts.

2. Maintaining governance systems
  - Providing content for, co-ordinating the preparation of and publishing our annual report and accounts and a range of other annual reports.
  - Liaising with and supporting external and internal audit and our Advisory Audit Board.
  - Assisting with the development and maintenance of a range of strategic and operational plans.
  - Maintaining and regularly reviewing our governance and risk management policies, procedures and registers.
  - Liaising with external suppliers, ensuring effective management of contracts for goods and services, and managing the tender process for new contracts.
3. Liaising with and providing cover for the other Governance and Finance Officer.
4. Liaising with and providing cover for the HR and Facilities Officer in relation to HR documentation.
5. Undertaking other duties and roles across the organisation on a planned and rotating basis.
6. Building strong working relationships across the office and with external stakeholders.
7. Taking responsibility for developing own skills, knowledge and competencies.
8. Providing guidance, support and coaching to colleagues.
9. Sharing knowledge and experience informally and formally.
10. Any other general office duties as required including providing assistance to the public appointments and investigations sections of the office.

## Selection criteria

Knowledge, skills, experience and personal qualities	Indicators	Tested by
A successful track record in supporting the financial activities of a relatively small office or organisation in line with established policies and procedures. <b>(ESSENTIAL)</b>	<ul style="list-style-type: none"> <li>Has experience in the following areas: <ul style="list-style-type: none"> <li>Preparing a payroll.</li> <li>Assisting with the administration of a pension scheme.</li> <li>Preparing and updating an annual budget.</li> <li>Preparing the financial and staff reporting information required in an annual report and accounts.</li> </ul> </li> <li>The ability to ensure financial transactions are appropriately managed and recorded using accounting software (prior experience of using SAGE software would be desirable).</li> <li>Is highly numerate with excellent attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Practical test</li> <li>Interview</li> </ul>
The ability to contribute to the effective governance of an office or organisation. <b>(DESIRABLE)</b>	<ul style="list-style-type: none"> <li>Has provided content for, co-ordinated the preparation of and arranged for the publication of annual reports and accounts or equivalent reports.</li> <li>Has experience of liaising with and providing support for external and/or internal auditors (or equivalent).</li> <li>Has experience of identifying and recording business risks.</li> <li>Has experience of contributing content for and/or drafting policies and procedures that relate to the governance of an office or organisation.</li> <li>Has assisted with the development and maintenance of a range of strategic and operational plans.</li> <li>Has provided a range of regular and ad hoc management information.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Practical test</li> <li>Interview</li> </ul>

Knowledge, skills, experience and personal qualities	Indicators	Tested by
Good working knowledge and practical application of a range of IT packages including accounting software and M365, in particular Outlook, Excel and Word. <b>(ESSENTIAL)</b>	<ul style="list-style-type: none"> <li>• A good understanding of how these IT packages work in practice.</li> <li>• The ability to use these packages to complete tasks associated with operating in an office or similar environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Throughout</li> </ul>
Ability to plan and organise <b>(ESSENTIAL)</b>	<ul style="list-style-type: none"> <li>• Plans ahead, setting relevant, realistic goals</li> <li>• Effectively balances competing priorities</li> <li>• Routinely reviews targets/goals and takes appropriate action to ensure results are achieved</li> <li>• Manages time economically and efficiently</li> <li>• Anticipates, identifies and minimises problems</li> <li>• Produces accurate work in good time and to the agreed level of quality.</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
Ability to analyse and present complex information <b>(ESSENTIAL)</b>	<ul style="list-style-type: none"> <li>• Recognises what information is needed</li> <li>• Recognises when information is limited and where more might be needed</li> <li>• Works comfortably with both numerical and written data</li> <li>• Is able to analyse, assess and make decisions when the information available is complicated, possibly contradictory and made up of several components</li> <li>• Thinks through the implications of decisions before coming to a final position</li> <li>• Is able to clearly explain conclusions and how they have been reached</li> <li>• Communicates clearly with all relevant parties throughout the process</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Practical test</li> <li>• Interview</li> </ul>

Knowledge, skills, experience and personal qualities	Indicators	Tested by
Ability to communicate effectively in a professional office environment <b>(ESSENTIAL)</b>	<ul style="list-style-type: none"> <li>• Tailors communication method and style to suit audience</li> <li>• Uses plain language and avoids jargon. Is articulate and communicates promptly and clearly</li> <li>• Listens actively and checks for clarification and mutual understanding</li> <li>• Shows respect and empathy for others' viewpoints</li> <li>• Expresses disagreement or challenges views calmly, constructively and tactfully</li> <li>• Works hard to build and maintain networks that provide mutual benefit and support</li> </ul>	<ul style="list-style-type: none"> <li>• Throughout</li> </ul>
Personal qualities that coincide with our values <b>(ESSENTIAL)</b>	<ul style="list-style-type: none"> <li>• Shows respect and empathy for others in line with office values</li> <li>• Values people and their diversity and is committed to fairness, equality and inclusion</li> <li>• Takes responsibility for mistakes and takes steps to improve when having done so</li> <li>• Acts with honesty and transparency</li> </ul>	<ul style="list-style-type: none"> <li>• Throughout</li> </ul>