

## Business Officer

### Recruitment Information Pack

February 2019

We are a small, public sector organisation investigating complaints about the conduct of MSPs, local authority councillors and board members of public bodies. The successful applicant will work part-time to provide financial and records management support to the office.

Your application should be submitted to [business@ethicalstandards.org.uk](mailto:business@ethicalstandards.org.uk) no later than noon on **Friday, 15 March 2019**.

For further information of if you require assistance with any element of the application process, please contact Karen Elder on 0131 347 3898 or [business@ethicalstandards.org.uk](mailto:business@ethicalstandards.org.uk).

### Background Information

The Ethical Standards Commissioner is an independent office-holder appointed by the Scottish Parliament.

The Commissioner's primary functions are to investigate complaints about the conduct of local authority councillors, board members of public bodies and MSPs. We also regulate and monitor how people are appointed to the boards of public bodies in Scotland.

The office is based at Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE.

The Commissioner's office comprises 15 members of staff (10 full-time equivalents). Ten staff members are primarily office-based. The remaining five are home-based.

More information about our work can be found at: [www.ethicalstandards.org.uk](http://www.ethicalstandards.org.uk).

### Job Description

Job title:	Business Officer (BO)
Responsible to:	Business Manager
Location:	Thistle House, 91 Haymarket Terrace, Edinburgh EH12 5HE.
Terms of appointment:	Permanent. Flexible working. Pensionable through the Civil Service Pension Scheme.
Starting salary:	£26,395 pro rata

Salary scale:	Currently £26,395 - £32,724 pro rata. Equivalent to the Scottish Parliamentary Corporate Body's Grade 3.
Working hours:	Part-time (3 days/22.2 hours per week – working hours to be agreed)
Leave allowance:	25 days increasing to 30 days with 11.5 public holidays – pro rata
Responsibilities:	The Business Officer will assist the Business Manager in providing financial, business and administrative support to the Ethical Standards Commissioner. The Business Officer will be responsible to the Business Manager and work under his/her direction.
Duties include:	<p>Assisting with the financial management of the Commissioner's office, including:</p> <ul style="list-style-type: none"> <li>• Reconciling bank statements, petty cash and credit card accounts</li> <li>• Preparing and assisting with the management of payroll</li> <li>• Processing timesheets</li> <li>• Assisting with the childcare voucher scheme</li> <li>• Assisting with the pension scheme</li> <li>• Processing invoices</li> <li>• Logging transactions to and producing reports from Sage or similar financial software</li> <li>• Assisting with the preparation of <ul style="list-style-type: none"> <li>○ the monthly funding drawdown</li> <li>○ the annual budget bid</li> <li>○ the annual accounts</li> </ul> </li> <li>• Supporting the annual external audit</li> <li>• Supporting the preparation of monthly, annual and ad hoc management information.</li> </ul> <p>Assisting with information management, including:</p> <ul style="list-style-type: none"> <li>• Assisting in developing and maintaining the Commissioner's records management, Freedom of Information and data protection policies and procedures.</li> <li>• Responding to requests for information as required under Freedom of Information, environmental and data protection legislation.</li> <li>• Providing support to and liaising with the Data Protection Officer</li> <li>• Assist with the maintenance of the Commissioner's website.</li> </ul> <p>Assisting in the compilation and preparation of reports.</p> <p>Assisting with Management Team Meetings by undertaking preparation, taking minutes and presenting information in Business Manager's absence.</p> <p>Assisting with reviewing policies and procedures.</p> <p>Assisting in general office duties.</p>

This [job description](#) is available as a separate document on our [website](#).

## How to apply

Applicants should submit a CV together with a covering letter setting out how they meet the [requirements for the role](#). It is essential that you provide an example(s) of how you meet each of the requirements. Please deal with each requirement separately, using clear headings.

We also ask you to complete a [diversity monitoring form](#). We want to know that our job opportunities are attractive to the widest range of people and we want to make sure that our recruitment processes are fair. To help us do this, we would be very grateful if you could complete as much of this form as possible. The [monitoring form](#) is available from our [website](#).

Applicants should provide the details of two referees, who will only be contacted after interviews have been held. One must be your current or most recent employer.

Your covering letter, CV, referee details and monitoring form should be submitted to Karen Elder at [business@ethicalstandards.org.uk](mailto:business@ethicalstandards.org.uk) by no later than **noon on Friday, 15 March 2019**. The subject heading of your email should read 'Business Officer'.

## Competencies for the role

### Financial

#### Essential

- Preparing payroll submissions and assisting with payroll management
- Processing invoices (mainly payable)
- Using Sage or similar financial software
- Preparing monthly, annual and ad hoc management information

#### Desirable

- Assisting with the preparation of budgets and annual accounts
- Assisting with the day-to-day administration of a pension scheme

### Information Management

#### Desirable

- Ability to assist with the development and maintenance of a records management system
- Experience of responding to requests for information under data protection or Freedom of Information legislation.

### Personal skills

#### Essential

- Numerate with attention to detail
- Good working knowledge of the Microsoft Office Suite, Word and Excel in particular.

These [requirements](#) are available as a separate document on our [website](#).

## Selection for interview

The selection panel will review all applications after the closing date. We will contact you by email during the week commencing **Monday, 18 March 2019**, if you have been selected for interview. Interviews will take place at our office in Edinburgh during the week commencing 25 March 2019. We will agree a date and time with you.

We will contact everyone not selected for interview during the week commencing 25 March 2019.

## What to expect at interview

### Initial assessment

On arrival you will be asked to complete an assessment exercise. This practical test is designed to test your numeracy and accuracy as well as written skills. You will be given 60 minutes to review mock-up payroll information and provide a report to management. Your report will be provided to the selection panel who will take 15 minutes to review it.

The selection panel will include Bill Thomson, the Commissioner and Karen Elder, Business Manager. The panel may be joined by a third member.

### Interview

At interview the selection panel will question key aspects of your application. This should take around 45 minutes.

Overall, the process should take around 2 hours.

The Commissioner will only contact your referees after the interviews have been completed.

We aim to make the appointment during the week commencing 1 April.

Timetable	Date
Post advertised	25 February 2019
Closing date	Noon 15 March 2019
Applicants informed if selected for interview	w/c 18 March 2019
Unsuccessful applicants informed	w/c 18 March 2019
Interviews	w/c 25 March 2019
Referees contacted	From 25 March 2019
Appointment made	w/c 1 April 2019
Unsuccessful candidates informed	w/c 1 April 2019

## Key Contact

Contact details for further information or clarification are:

Karen Elder  
Business Manager  
Ethical Standards Commissioner  
Thistle House  
91 Haymarket Terrace  
Edinburgh EH12 5HE  
E: [k.elder@ethicalstandards.org.uk](mailto:k.elder@ethicalstandards.org.uk)  
T: 0131 347 3898

Central email: [info@ethicalstandards.org.uk](mailto:info@ethicalstandards.org.uk)  
Switchboard: 0300 011 0550

## *Protecting your information*

Your application contains your personal data. We are committed to ensuring that personal data is managed safely, effectively and in line with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. All material related to unsuccessful applications will be deleted six months after the appointment is made. Material related to the successful application will be transferred to the employee personnel record. You can find out more about how we will handle your application in [our Privacy Statement for job applicants](#) available on our website.

## *Equality*

The Commissioner and his staff are committed to building a culture that promotes equality and celebrates diversity. We aim to treat people as individuals and with respect and dignity. By taking this approach we commit ourselves to meeting the requirements of the Equality Act 2010 and as such will not tolerate unfair discrimination, victimisation or harassment. We will not tolerate any action the impact of which on an individual is discriminatory in nature. You can find out more in our [Equal Opportunities Policy](#).

## *Terms and conditions*

It may be helpful to review our own [Code of Conduct](#). All our staff policies are available in the [Publications section](#) of our website.