

Job Description

Job Title: Director of Finance

Directorate: Finance

Reports To: Chief Executive

1. Job Purpose

To provide financial leadership to the organisation, assurance to the Accountable Officer and the Board of Management on the stewardship of public funds and on the delivery of effective procurement activity, and as a member of the Executive Management Team, contribute to the strategic development and direction of SQA.

2. Key Responsibilities

- Design, implement and maintain robust financial systems and controls ensuring integrity of all systems.
- Lead both short-term and long-term budgeting, forecasting and financial planning processes in line with the business plan.
- Provide assurance to the Chief Executive and Board on SQA's compliance with all relevant legal, audit and regulatory requirements.
- Work with Scottish Government to ensure an understanding of the requirements for the development of a sustainable financial model for the organisation.
- Provide effective leadership to Finance team and ensure that people resources and expertise are developed appropriately to support SQA's strategic goals.
- Lead on stakeholder relationship management with Scottish Government Finance and relevant Finance contacts with other public organisations.
- Support Directorates to develop commercial capability and to create growth/operational plans that meet SQA's strategic goals.
- Work with all areas of the business to identify and capture service improvements and operating efficiencies, leading to financial and time releasing savings, where appropriate.
- Contribute to the organisation's aims of change and innovation in the way service is delivered, in response to changing business needs.
- Provide strategic leadership in the procurement and sourcing function to ensure compliance with all relevant legislation and implement best business practices to maximise value to SQA.
- Advise and support the Executive Team of procurement related issues to ensure any decisions made comply with legislation and mitigate risk to SQA.

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3. Knowledge, Skills and Experience

- As a minimum, be educated to SCQF Level 9 and be a fully qualified accountant (CCAB).
- Experience of operating at senior management level, ideally within the public sector.
- Demonstrate an understanding of public sector financial management controls.
- An understanding of the Scottish Public Sector Procurement process
- Experience of leading and delivering organisational change.
- Actively demonstrate values led leadership behaviours.
- Experience of working with and over-coming business challenges and financial constraints.
- Demonstrate commercial acumen.
- Outstanding communication skills with people at all levels.
- Highly developed persuading and influencing skills.
- Decisive, adaptable and able to manage business pressures.
- Ability to maintain a strategic focus whilst managing business as usual operations.
- Ability to articulate the bigger picture in a way that is meaningful and engaging for all stakeholders.

4. Dimensions

Ensure that SQA, as an Executive NDPB, delivers its annual plan and budget (circa £100M) in line with Scottish Government's expectations and funding allocation.

Ensure that the Finance and Procurement team, of circa 40 team members, supports the utilisation of the organisation's budget effectively, in line with statutory and public sector finance and procurement requirements.

Develop and lead short-term and long-term financial and managerial information to support effective decision making by SQA.

Support the organisation in securing best value from its resources by supporting effective decision-making on the investment of resource and analysis of return on investment.

Procurement

- ◆ Responsible for a direct budget £500k but oversee SQA's discretionary spend of approximately £25 million
- ◆ To ensure the key performance indicators agreed in the Procurement Strategy are achieved with 100% of contracts compliant with legislation and policy

5. Planning and Organising

Finance

The job holder will require to prepare, present, negotiate and deliver the organisation's annual plan and also up-date the rolling 3 year strategic financial plan. This will include ongoing discussions with senior Scottish Government officials, Executive level colleagues within SQA and the SQA Board of Management. This will also include the prioritisation and allocation of resources.

The job holder will also need to be able to respond to changing priorities and lead on discussions and the re-allocation of resources where applicable.

They will be responsible for the performance management of the strategic and financial plans and will liaise with managers across the organisation for this purpose. The job holder will lead on financial reporting progress to the Board, the Audit Committee and Scottish Government.

The position also requires the job holder to have the foresight to anticipate likely problems and risks and put in place measures which will counter or minimise the effects of these.

Corporate Reporting & Risk Management

Work is planned around fixed points in the year for the delivery of the annual report, , Audit Committee and Board of Management.

6. Problem Solving and Decision Making

The job holder will ensure that an effective Best Value Programme of work is prioritised and delivered.

The job holder will need to ensure that SQA's investment in a professional Finance and Procurement Team adds value and that Finance and Procurement staff are increasingly influential in decision making across the organisation.

As owner of the corporate Businessworld ERP system, the job holder will ensure that the outcomes/benefits of the investment in this system by SQA and the Scottish Government are delivered. This includes cost allocation functionality which will inform SQA decision making on product pricing and active markets.

The job holder will need to provide financial and management information to the Executive Management Team, Board of Management and Scottish Government that will inform and influence decision making on SQA's funding model going forward.

7. Communication and Relationships

The job holder will work closely with their executive level colleagues on leading successful organisational change within SQA and in their capacity as Director will challenge assumptions and decision-making as appropriate providing financial analysis and insight on all activities, plans and targets.

The job holder will be responsible for influencing the whole organisation to maximise Return on Investment (ROI) on all capital projects.

The job holder will lead a well organised, skilled and motivated team and wider Finance Directorate.

The job holder will provide, receive, adapt and disseminate highly complex and sensitive information effectively and persuasively to the Board, Executive Management Team, Scottish Government and other organisations.

The job holder will demonstrate excellent communication skills both internally and externally to represent and promote SQA. They will successfully manage and develop the relationship with Scottish Government and with Board members, in particular the Audit Convenor who chairs the Audit Committee. The job holder will also participate in appropriate public sector groups, in particular the Public Sector Finance Directors' Forum.

This job description is intended to be indicative of the duties and responsibilities associated with the post and are not exhaustive.

This job description is open to review from time to time in light of changing environments and circumstances.