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The Scottish Social Services Council (SSSC) are the regulator for the social work, social care and children and young people workforce in Scotland.

Our vision is that the people of Scotland can count on social work, social care and children and young people services being delivered by a trusted, skilled valued and confident workforce. Through our work we protect people using these services and strengthen the professionalism of this workforce.

To deliver our vision, we focus on two main areas of work. The first is protecting the public by registering the workforce and acting where someone falls short of the standards we have set. The second is to work with others to develop the workforce, attract people to careers in this sector and make sure the workforce has the skills and professional knowledge needed to meet the demands of the changing landscape of social work, social care and children and young people services.

SSSC protect the public by registering social service workers, setting standards for their practice, conduct, training and education and by supporting their professional development. Where people fall below the standards of practice and conduct, we can investigate and take action. As an organisation we:

- Publish the national codes of practice for people working in social work, social care and children and young people services and their employers
- Register people working in social services and make sure they adhere to our codes of practice
- Promote and regulate the learning and development of the social service workforce
- Are the national lead for workforce development and planning for social services in Scotland

We believe the people of Scotland have the right to be safe when accessing social care services and **our values** guide everything we do:

- **Work together:** At the SSSC we treat each other with kindness and respect and value the contribution every member of staff makes
- **Accept responsibility and accountability:** We recognise the trust placed in us to ensure the safety and wellbeing of people who use social services and that is our guiding mission
- **Recognition and respect for others:** We value the social service workforce and the life changing work they do. Our work increases recognition of their role and further develops that role. All our stakeholders contribute to our success and we recognise and respect their views



Role:	Head of Finance
Reporting to:	Director of Strategy & Performance
Location:	Dundee*

***NB:** The SSSC embrace agile working and whilst their headquarters are in Dundee, they encourage remote working and support a less office-based format. The successful candidate would be expected to travel to Dundee in-line with business needs, but it is anticipated this would be c3-4 times a month.

The postholder will provide leadership and operational management and to the SSSC Finance management accountancy function and support the Chief Executive and Director of Strategy and Performance in developing and delivering a strong and robust finance service for the organisation.

To have a positive impact in this role you will:

- Ensure the finance team provides a professional and customer-focussed service that is aligned to business strategies and organisation values and supports the achievement of SSSC's aims and strategic outcomes
- Work with the Shared Service Finance Transactions team to ensure that income and expenditure, debt management and supplier payments are managed accurately and timeously
- Support the strategic decision making process through the provision of timely and accurate budget monitoring reports
- Lead the annual budget process (objective based) working closely with the Executive Management Team
- Prepare the annual statutory accounts, including liaison with external auditors, and ensure the annual report and accounts are laid before Parliament in the timescales required
- Develop and maintain effective relationships with the Chief Executive and their Executive Management Team whilst also building trust and transparency around financial processes
- Embed a continuous improvement focus including both systems and process development

Key Responsibilities:

- Lead, manage and support Finance staff to ensure they are an effective and productive team that provides a professional service which supports managers and the achievement of SSSC's aims and strategic outcomes
- Ensure all month-end activities, including reconciliations, are undertaken correctly and on time
- Oversee the production of timely and accurate monthly budget monitoring reports
- Support the CEO to ensure the SSSC budget is accounted for and monitored consistently and accurately
- Present financial information and analysis, including budget under/over spend, at monthly Executive Management Team (EMT) meetings



- Provide strategic advice as required / requested to CEO and EMT and recommend actions when necessary
- Provide financial management advice, support and training to non-finance managers (budget holders) and Council members, as required
- Lead and manage the operational SSSC budget setting activity (approximately £21m) as well as the financial aspects of the planning and reporting framework, including budget monitoring, corporate financial reporting, identifying risk and reporting progress against planned objectives
- Prepare the annual statutory accounts and acting as SSSC's external audit liaison ensure the annual report and accounts can be laid before Parliament in the timescales required
- Ensure compliance across the organisation with Accounting Codes of Practice, relevant legislation, Financial Reporting Manual (FRoM) and Scottish Public Finance Manual (SPFM)
- Ensure effective disbursement, including regular reporting, of funds on behalf of Scottish Government including payment of the postgraduate Social Work bursaries, practice learning fees and the Voluntary Sector Development Fund (VSDF)
- Ensure grants are allocated, timeously and accurately and grant expenditure is monitored and reported in line with financial regulations
- Liaise regularly with SSSC's Sponsor department at Scottish Government, provide regular budget returns and financial reporting and responding to queries, as appropriate
- Ensure the SSSC's Financial Regulations and financial governance framework are appropriate, up to date and that the right internal controls are in place
- Directly contribute to the financial strategy and other financial policies and procedures in line with statutory and regulatory guidance

The SSSC is a developing organisation, and this job description is a broad picture of the role at the time of writing. Duties may change over time. This is not a contractual document, and the successful candidate will be required to carry out any other reasonable duties that are needed to fulfil the purpose of the job.

The successful candidate should carry out their duties in a way that is mindful of our Health and Safety policies, procedures, guidance, practices and legislative requirements, taking reasonable care for their own safety and that of others who may be affected by what they do or fail to do while at work.



A Qualified Accountant with relevant experience managing a finance team, you will bring direct knowledge and experience encompassing both financial and management accounting activities.

Skills and Experience:

- Excellent track record in financial reporting and forecasting including:
 - Preparation and analysis of monthly management accounts / budget monitoring reports
 - Preparation and monitoring of annual budgets
 - Financial forecasting and modelling
 - Annual statutory accounts production
- Direct involvement and experience of technical accounting activities including VAT, Tax, income control, payroll and internal financial controls
- Strong understanding of corporate / financial governance and risk management
- Comprehensive and up to date technical knowledge and awareness of relevant accounting standards
- Strong analytical and statistical analysis experience that utilises data to forecast and predicate resource levels
- Highly analytical with the ability to get “behind the numbers” to allow well-informed decisions
- The ability to develop effective relationships with a diverse range of internal and external stakeholders and at all levels
- Strong attention to detail and accuracy
- Previous experience of continuous improvement and developing robust financial controls, systems and procedures

Personal Attributes:

- Ability to select appropriate communication, style and methods depending on the abilities and needs of the audience
- Demonstrates initiative within own area of work and expertise where appropriate and suggests ways to improve processes
- Ability to work effectively as part of a team, appreciating and respecting their viewpoint and values
- Listens to feedback and ideas from others and takes appropriate and considered action
- Demonstrates a flexible, positive approach to work
- Takes responsibility for own actions and decisions taken under broad guidance
- Uses systematic approach to make efficient use of time and manage workload, prioritising own work effectively to meet deadlines and objectives

Core Competencies (associated with this role):

- Effective communication
- Questioning attitude
- Continuous improvement
- Personal accountability
- Appreciation of a customer services centred approach



Remuneration:

Salary:	£50,877 - £56,178 (pay award pending)
Pension:	Local Government Career Average Salary Pension Scheme
Holidays:	38 days holiday (33 days + 5 fixed public holidays)

The Recruitment Process:

The recruitment for this position is being managed by our advising consultants, Livingston James.

Livingston James will conduct initial conversations prior to discussing candidates with SSSC.

Interested candidates should provide a tailored CV to douglasadam@livingstonjames.com

SSSC is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

