



Job Title	Assistant Finance Business Partner
Federation & Function/ Unit	Finance Division, Corporate Services Group
Location(s)	Crown Office, Edinburgh
Grade	D
Eligibility	<p>This post is open to Band D's on level transfer and Band C on promotion (see contract terms for further details)</p> <p>Please note that application for any post is based on candidate's substantive status</p>
No of Vacancies	1
Contract Terms	<p>Permanent</p> <p>Full time</p> <p>Please note that any application for the post will be expected to meet the standard working requirements of the vacancy unless approval has been sought by the applicant through the HR Resourcing Team in advance of application (please see the Alternative Working Arrangements policy for further details).</p>
Job Description: Main Duties	<p>This role requires the successful applicant to draw on their previous experience in management accounting disciplines to ensure a co-ordinated approach to management accounting in COPFS.</p> <p>As an Assistant Finance Business Partner you will be a key member of the Finance Division and will report to the Finance Business Partner but you will also work closely with all colleagues within the Finance team who deliver financial accounting functions.</p>

	<p>As well as being a key player in:</p> <ul style="list-style-type: none"> • Production of monthly management accounts including electronic dissemination of reports; • Liaising with Budget Holders and Budget managers; • Supporting the Annual Business Planning round ; and • Assisting the Finance Business Partner; <p>The focus has moved away from the production of the monthly corporate finance report towards its interpretation and use as an aid to decision making.</p> <p>The Assistant Finance Business Partner will work with the Finance Business Partner and the business to ensure that monthly budget returns are robust, risks identified, anti-fraud arrangements are in place, emerging expenditure trends are identified and explained and strategic financial planning and management is in place.</p> <p>The above is not an exhaustive list and will include any other duties required of the post.</p> <p>The Assistant Finance Business Partner will not normally have management responsibility for staff.</p>
<p>Information about the Office/Unit/Team</p>	<p>The Finance Division comprises of 2 functions – Management Accounting/Business Planning and Financial Accounting – and consists of 17 posts including procurement.</p> <p>The Division has a clear strategic vision and direction and the team is working together to deliver that vision. This is an opportunity to become part of a team that is aiming for consistently excellent levels of performance.</p>
<p>Person Specification</p>	<p>All competencies, as indicated within the Competency Framework, are relevant to the role and illustrate the level of competence expected of an employee in this grade. However for the purposes of assessment the following competencies will apply:</p> <ul style="list-style-type: none"> • Leading and Communicating • Delivering at Pace • Making Effective Decisions • Collaborating and Partnering <p>Please refer to the COPFS Competency Framework for full guidance.</p>
<p>Essential Criteria</p>	<p>The above competencies form the key essential criteria for these posts. In addition the successful candidate must:</p> <ul style="list-style-type: none"> • Be a qualified AAT or part qualified CCAB Accountants

	<p>(exam qualified candidates will be considered);</p> <ul style="list-style-type: none"> • Have management accounting knowledge and past experience; • Have experience of, or an aptitude for, working with accounting and other software preferably including Sun Accounting system and Vision/Q&A; • Proficient use of Microsoft Office including the use of Excel and access at an advanced levels; • A good knowledge of business planning and budget monitoring
Desirable Criteria	The ideal candidate should be able to demonstrate a competence in financial modelling including the use of Excel and other relevant tools.
Special conditions of post	This post is based at the Crown Office at 25 Chambers Street in Edinburgh and may involve travel to other offices in Scotland.
Other conditions of post	Successful candidates will be expected to remain within their new post for a minimum of two years unless they are successful in obtaining a post in a higher grade or moved to address a business need.
Additional Information can be obtained from	<p>Evelyn Aitken, Head of Management Accounting & Planning Tel: 0844 561 3996</p> <p>Further information on Competency Based Selection is available from the Intranet</p> <p>Please return completed application forms to Recruitment@copfs.gsi.gov.uk no later than 5pm on the closing date.</p>
Job Advert Published	9th June 2017
Closing Date	23rd June 2017
Sift Date (if required)	28th June 2017
Interview Date(s) and location	11th July 2017