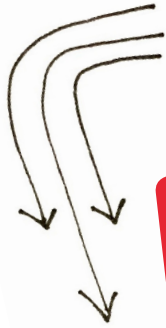


The Children & Young People's Commissioner Scotland is recruiting for the position of:

**Finance Officer – Grade 4**  
**18.5 hours per week**  
**£32,709 pro rata starting salary**  
**Edinburgh**

The responsibilities and powers of the Children and Young People's Commissioner are set out in the Commissioner for Children and Young People (Scotland) Act 2003. The Commissioner is appointed by the Queen on the recommendation of the Scottish Parliament and is entirely independent of the Scottish Government.



**All applications are welcomed and must be submitted before closing on at midday on 22nd March 2019.**

**Interviews will take place week commencing 8th of April.**



**Children & Young People's Commissioner Scotland**

Bridgeside House,  
99 McDonald Road,  
Edinburgh,  
EH7 4NS

Phone: 0131 346 5350

Website: [www.cypcs.org.uk](http://www.cypcs.org.uk)

Facebook: [www.facebook.com/cypcs](http://www.facebook.com/cypcs)

Instagram: @cypcs

Twitter: [twitter.com/cypcs](https://twitter.com/cypcs)

Youtube: [www.youtube.com/user/RightsSCCYP/](http://www.youtube.com/user/RightsSCCYP/)

\* Candidates with care experience, or with a disability, who satisfy the essential basic criteria for the post will be invited for interview



Are you an experienced financial professional seeking a unique and exciting opportunity to work in a forward-thinking organisation? Are you someone who thrives on producing accurate and timely work? Would you like to bring your strong financial management skills and problem-solving skills to a busy national office? Then we want you to join us.

We're looking for an enthusiastic, motivated Finance Officer with sharp budgetary skills to join our team.

This role would ideally suit someone who wants to be actively involved in supporting the delivery of a range of projects as well as the day-to-day financial management of running our vibrant office.

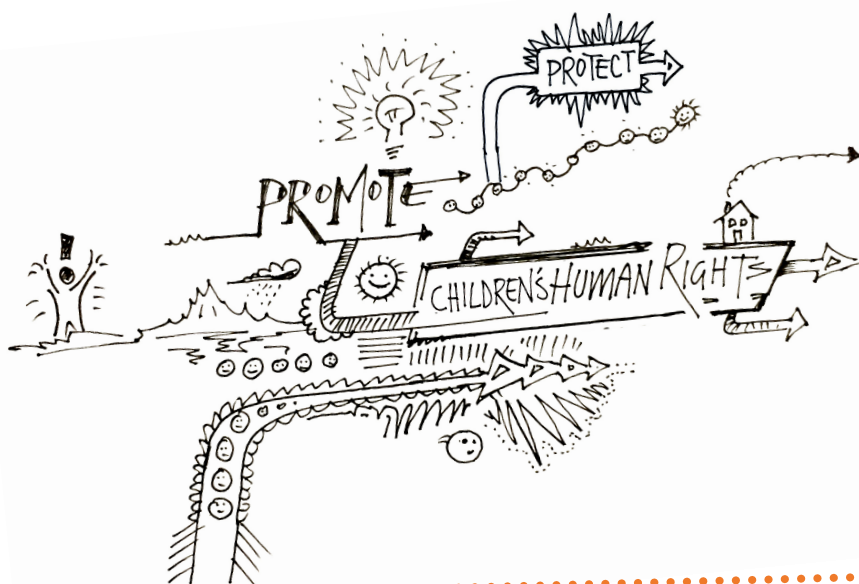
We are a dedicated team who bring a variety of skills and talents to influence and drive progress within children's human rights. We work to our shared values of bravery, independence, leadership, participation and respect so that we can be the fierce champions of rights that children and young people need us to be.

We offer a generous flexible working policy and staff reward package. For the successful applicant in this role, there is a unique opportunity to negotiate your preferred working pattern.

Applications are now sought for the following position:

**Job Title:** Finance Officer  
**Grade:** 4  
**Reporting to:** Head of Corporate Services  
**Location:** Edinburgh





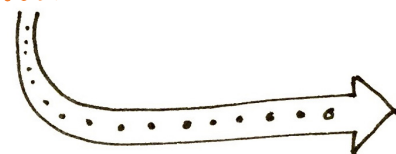
## **BACKGROUND**

In 2003 the Scottish Parliament wanted to “make a real difference by creating an independent, high-profile and influential post” of Children and Young People’s Commissioner with a responsibility to promote and safeguard the rights of everyone under 18 in Scotland or up to 21 if the young person is in care or has care experience.

Children and young people don’t have the same economic or political power as adults. Adult systems aren’t designed around children’s needs and when things go wrong it’s much harder for them to get justice. They need a champion who is an independent person able to challenge those in power. The role of Commissioner must do that, whilst bringing together different parts of the political and institutional systems and society in the best interests of the child.

In promoting and safeguarding children’s human rights, our office must have regard to the United Nations Convention on the Rights of the Child. In particular we must work to ensure that children and young people enjoy their rights and lead lives where they are free from discrimination, their best interests are always taken into account, they have the opportunity to maximise their development and their views are given due regard in decisions affecting them.

The responsibilities and powers of the Children and Young People’s Commissioner are set out in the Commissioner for Children and Young People (Scotland) Act 2003. The Commissioner is appointed by the Queen on the recommendation of the Scottish Parliament and is entirely independent of the Scottish Government.



## **Role Summary:**

The Finance Officer will work in the Corporate Services Team, reporting to the Head of Corporate Services.

As the office's trusted expert on financial management, the Finance Officer is responsible for the effective control of over £1 million of public funding each year. This is a role that requires an understanding of Government Accounting and Audit Procedures.

Working with the Head of Corporate Services, the Finance Officer will provide the office with sound budgetary management and reporting mechanisms to ensure the office is able to undertake its statutory functions. This will also include leading on project management meetings to examine spend against budget with members of the Leadership Group and other colleagues.

This role requires you to be able to multi-task but also complete financial processes with speed and accuracy.

## **The key strategic issues impacting on the post will be:**

- Relevant domestic law including the Commissioner for Children and Young People (Scotland) Act 2003
- The office's Strategic Plan 2018-20
- The Budgeting Process Agreement between the Scottish Parliament Corporate Body (SPCB), the Finance Committee and the Commissioner for Children and Young People Scotland
- Public Procurement Framework(s)

## **Responsibilities:**

- To provide financial management to the office.
- Maintain existing and develop new financial policies to ensure operational efficiency.
- Manage cash controls including banking, as well as ensuring book keeping is up-to-date.
- Ensure all expenses are within assigned project budget and provide financial reports to colleagues responsible for project management
- Ensure that financial transactions are properly updated and recorded
- Ensure data integrity in all financial reporting
- Perform finance analysis, reporting and management tasks
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues

- Utilise SAGE Line 50 and other applications to pay invoices, credit card transactions and undertake monthly banking reconciliation.
- Provide direct support to the Head of Corporate Services in the preparation of all financial statements and proposals including Annual Accounts and Audit.
- Provide reassurance to more junior financial staff and work supportively and collaboratively with our team.
- Foster and maintain good working relationships with internal and external stakeholders

**The responsibilities outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with the requirements of the Children and Young People's Commissioner Scotland.**

## **Essential Requirements**

**The successful candidate must have**

### **Knowledge and experience**

- Degree or post graduate qualification in a relevant discipline such as Accountancy and Finance, Business Management, Economics OR substantial experience working in a similar role(s) and at a similar level.
- At least 2 years' experience in a Financial Management role
- Demonstratable advanced competency in Excel, Microsoft office and SAGE through professional development.

### **Leadership**

- Experience of financial budgetary advice to Senior staff
- An awareness of emerging issues and trends which impact on your work and the work of the office
- Having sound judgement and ability to act on your own initiative and prioritise your own workload.
- Ability to influence others and lead by example

### **Participation**

- Excellent written and oral communications skills including good working knowledge of office-based ICT.

### **Bravery**

- A proven track record of a proactive, solution-based approach
- Ability to critically evaluate options and make sound decisions and recommendations in a fast-paced environment
- Organisational skills and an ability to undertake high volumes of work, to a fast pace and delivered to strict deadlines;

## Independence

- Experience of taking ownership and being accountable for work and encouraging others to do the same
- A good understanding of the sector and the public policy context in which the office operates

## Respect

- An excellent capacity to develop, manage and maintain effective working relationships internally and externally
- A proven track record of working effectively in teams in a multi-disciplinary environment.

## Desirable Requirements

### The successful candidate may have

- Experience of working directly with children and young people.
- An understanding of children's rights and civil society.

Appointment to this post, is subject to membership of the PVG scheme (Protection of Vulnerable Groups scheme) and satisfactory PVG Scheme records issued by Disclosure Scotland. Where the contents of a PVG Scheme record are not satisfactory, we reserve the right to withdraw the offer of employment.

Successful candidates will be required to produce original certificates to enable us to verify qualifications.

\* Disability is defined as a physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.

We consider you to be care-experienced if you have ever been looked after in local authority care (for instance if you have been in foster care/kinship care/residential care, or have been looked after at home on a compulsory order).

