

**The role**  **Finance Assistant**

Reports to Finance and Resources Manager

Employment Status: Permanent

Salary: £21,045-£23,233 per annum + pension + holiday + flexible remote working

Closing date: Friday 22 April

**Background**

For decades, children in residential care in Scotland were failed by those entrusted to look after them. Scotland is taking steps to face up to those failings by establishing a financial redress scheme for survivors of historical child abuse in care.

While nothing can ever make up for the suffering survivors have endured, financial redress can provide acknowledgement and recognition of the harm done. The national redress scheme will offer a non-adversarial alternative route to justice and access to support and apology.

To deliver this, the Scottish Government has supported the creation of a new ‘non-departmental public body’ entitled Redress Scotland. This body will assess and make decisions on applications from survivors (and in some cases next of kin) seeking redress. Redress Scotland will be entirely independent of the Scottish Government.

**Organisation**

Redress Scotland is primarily a decision-making body. It will not process applications, provide support to applicants or arrange payments. In order to make best use of public resources, all administrative aspects of the national scheme will instead be carried out by Scottish Government without impinging on the independence of Redress Scotland’s decision-making.

The Finance Assistant role sits within the Finance and Resources team which incorporates Finance, Procurement, Governance and IT, and will have 5 staff when fully resourced.

Initially, this role will be working from home, however, it is expected that in due course some variation of a hybrid working model will be implemented.

**The Role**

Redress Scotland is seeking to appoint a Finance Assistant who, as a direct report, will work with the Finance Team Manager to ensure a high standard of financial management and reporting, including fulfilling the requirements of Redress Scotland as a public body.

You will operate with a high level of personal integrity and be able to build new trusted relationships across organisational boundaries, helping to create a trauma-informed organisation that inspires the trust of the survivor community.

The role requires a level of autonomy. The Finance Assistant will lead on all receipt and payment related matters, including processing invoices, panel members’ fee claims, staff and panel members’ expenses, payroll administration and Grant in Aid drawdown requests up to the point of approval.

The roleholder is also responsible for seeking resolution to issues prior to escalation, or notification if issues are able to be resolved. The Finance Assistant is the first point of contact in all receipt and payment related queries and where there are unforeseen issues, liaises with senior colleagues, both internally and externally, to resolve issues. This includes the Sponsor Division and Treasury & Banking within Scottish Government.

The Finance Assistant will also manage the two finance mailboxes and ensure requests are actioned by the appropriate individual(s) in a timely matter.

**Main duties include:**

* Responsible for all receipt and payment processes - process, record, investigate and resolve issues with appropriate organisations, including one off and recurring payments; (50%)
* Responsible for monitoring and managing two email inboxes for general enquiries and for panel member claims, and being the first point of contact for payment and invoice related phone and email queries; (20%)
* Seeks resolution to issues with receipts and payments through liaison with both internal and external colleagues; (20%) and
* Administration and resolution of panel member claims, staff and panel member expenses and processing of payroll information up to the point of approval (10%)

Collectively, these duties ensure that Redress Scotland meets its obligations to make payments within 10 working days. Ensuring compliance with the requirements of the Scottish Public Finance Manual (SPFM) and the UK Government Financial Reporting Manual (FReM).

**Essential Criteria**

* Good numerical ability with a track record of using excel as a business tool and evidence of good attention to detail and accuracy;
* Excellent communication skills, both oral and written, including experience of dealing effectively with a broad range of internal and external stakeholders;
* Adaptable and proactive with the ability to prioritise and manage workload to meet tight deadlines, displaying flexibility and an adaptable approach to resolve any issues; and
* Either a working knowledge of or a willingness to undertake training on Redress Scotland’s payment and procurement systems and processes.

**Desirable Criteria**

* Experience of having used the Scottish Government SEAS and EaseBUY procurement systems would be advantageous

For more information about the recruitment process or to request information in a different format, please contact Michael Stevens, Head of Finance and Resources (Michael.stevens2@gov.scot).

***Please note that the successful candidate will be required to complete Scottish Government security checks including Disclosure checks and provide satisfactory references.***

**How to Apply**

In order to apply, please click the following link and complete the online application form by **Friday 22 April 2022.**

[Please click here to complete the application form.](https://forms.office.com/Pages/ResponsePage.aspx?id=R3T3DoMQ7E24nyfHZQdoQDBNlJiZk4dCuvWKgrVihkJUNE43RjZOVTgxR1REVDE2V1dSWDkxRFBSRy4u)

**Recruitment Timetable:**

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| **Action** | **Timeline** |
| Interviews | 11th May |

***Further information***

*We offer a range of flexible working patterns where possible to assist with a work/life balance and welcome applications from people wishing to work on a part-time or job share basis. We are happy to discuss flexible working from day one.*

*We want to create an organisation that is accessible and open to people from all walks of life and backgrounds and an inclusive culture where all forms of diversity are seen as real value for our organisation. We are committed to providing a great working environment where people enjoy coming to work and feel valued for their contribution and excel in their chosen careers.*

*The work of Redress Scotland has been developed through the voice of lived experience since its inception. Applications are being encouraged and welcomed from talented individuals who have lived experience of the care system. If you meet the essential criteria we will guarantee you an interview.*