



Working with us:
Finance Business Partner

Job Pack – February 2024



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A note from our CEO, Derek Mitchell

“Thank you for your interest in joining the Citizens Advice Scotland team. Our employees play a critical role in helping to make society fairer, and in supporting our network of Citizens Advice Bureaux across Scotland.

We hope this pack will give you the information you need to decide if a role with us is right for you. We rely on each member of the team to bring their own unique skills, experience, views and commitment to our goals – it’s that combination which makes our organisation what it is.

The Citizens Advice network in Scotland provides much-needed advice and information to people of all walks of life, on a huge range of issues. We give a piece of advice every 19 seconds – face to face, online and by phone. The services we and our members provide make a difference in communities across Scotland and the rest of Great Britain, ensuring people are aware of their rights. It’s a powerful thing to be part of.

We look forward to hearing from you if you decide to apply, and to learning more about what you can bring to this role, and to the team.”



Derek Mitchell, CEO
Citizens Advice Scotland



About Citizens Advice Scotland

The Citizens Advice network in Scotland is the largest independent advice service in the country. Citizens Advice Scotland is a charity within this network – we act as a national organisation supporting and representing the service as a whole and the interests of citizens.

At the heart of the network there are 59 individual citizens advice bureau organisations across Scotland, all operating as independent charities in their own right, and generally focusing on providing support directly to clients. Each of these organisations is a member of Citizens Advice Scotland. Also providing significant added value are the national elements of the service run out of Citizens Advice Scotland, such as the Extra Help Unit.

We believe that every citizen should have access to free, impartial and confidential advice that helps them make informed decisions, whenever they need it and however they choose to access it. Whether that's face-to-face, over the phone or online, people know that wherever they see the familiar blue and yellow of our brand, they are guaranteed the same high quality of free, impartial and confidential advice.

Citizens Advice Scotland is committed to promoting diversity and inclusion. We offer a range of family friendly, inclusive employment policies and flexible working arrangements to support all our staff. We are also committed to equality of opportunity for all and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Find out more at www.cas.org.uk.

Employee Benefits

Our people are our greatest strength and make Citizens Advice Scotland a great place to work. We place our people at the forefront of everything we do, and we offer a wide range of benefits to show how much we value everyone who works for us.

Work-life balance



- > **35 hour full time working week with flexible working opportunities**
- > **Flexitime system**
- > **Options for Blended Working:** please discuss options as part of the recruitment process)
- > **Generous leave:** 30 days annual leave + 10 days public holiday

Health and wellbeing



- > **Occupational Sick Pay:** up to 6 months full pay and 6 months half pay dependant on length of service
- > **Life Assurance Scheme:** financial security and reassurance for employees and their families.
- > **My Gym Discounts:** join gyms, health clubs, leisure centres, yoga studios, boot camps and outdoor activities at a discounted rate.

Financial benefits



- > **Pension scheme:** save for your future with an 8% employer and 4% employee contribution.
- > **Capital Credit Union:** access ethical financial services with a credit union membership.

Other benefits



- > **Generous Maternity, Adoption and Paternity Pay**
- > **Season ticket loans:** take out an interest-free season ticket loan to save on travelling to and from work
- > **Salary sacrifice schemes:** Various schemes including Cycle to Work and Home Technology schemes.

About the role

- > **Job title:** Finance Business Partner
- > **Location:** Edinburgh (with options for Blended Working)
- > **Hours per week:** 35 hours per week
- > **Type of contract:** Permanent
- > **Job Level and Salary Scale:** (Level 6) £36,603 - £44,738 per annum *

*The successful candidate's salary will be determined in line with their skills and experience. New employees are normally appointed at the lower end of the salary scale and potential candidates should not expect to be appointed above the midpoint of the salary scale.

- > **Closing date:** 18 February 2024
- > **Interviews:** 26 February 2024

About the job

This role acts as the principal Finance Business Partner within our Corporate Service Finance Team for the Business Development and National Funded Services Directorate. This Directorate is responsible for supporting the delivery of national funded advice services across the 59 Citizens Advice Bureau members as well as supporting the organisations strategic future development and growth opportunities. Funding is primarily through Grant Agreements, currently at a combined level of £16M per annum, and is provided through UK Government, Scottish Government, Industry corporations and regulatory bodies as well as other charities.

You will be required to produce the Management Accounts including the forecast for the financial year and ensure that the Directorate leadership team receives timely and accurate information to make effective decisions. You will also be responsible for managing the business planning process each year to ensure that it meets the long-term vision of the directorate and wider organisation.

As the principal Finance Business Partner your role is to provide resilience to the finance and income strategic delivery area in the business and to support the Director of Business Development and National Funded Services in assuring this.

This role offers you the opportunity to work at the heart of supporting Scotland's largest independent advice network and to make an invaluable contribution to citizen's lives.

Job description

- > **Position:** Finance Business Partner
- > **Responsible to:** Head of Finance
- > **Line manager responsibility:** Yes
- > **Budget responsibility:** Yes

Key responsibilities

- > The role is to produce the monthly management accounts as well as budgeting, forecasting, variance reporting and analytical review across the national funded services portfolio.
- > Individual project and collective directorate budgeting preparations.
- > Produce accurate forecasts of the year-end financial position on a regular basis.
- > Performance / KPI reporting to the Director of Business Development and National Funded Services, to the Board and Risk, Audit and Finance Committee, budget holders, project accounting reporting to funders.
- > Engagement with budget holders on forecasts and update reports.
- > Project Accounting.
- > Business case review and evaluation of prospective opportunities, including proposals and tenders.
- > The postholder will be expected to regularly attend and present financial information to senior management teams and also to external funders.
- > Provide financial advice to managers and staff on the interpretation of management accounts.
- > Undertake investigations into financial related issues and the occasional review of commercial related issues.
- > The postholder will act as a trusted advisor to the Business Development and National Funded Services Directorate and be able to deliver information in a clear and concise manner.
- > Review the need for efficiency targets at an individual project and directorate level and lead on the monitoring of these schemes.
- > Proactively contribute to continuous improvement and associated activities with a focus on ensuring systems and processes are as efficient as possible to enable high quality financial business support.
- > Work collaboratively with other finance team members.
- > Ad hoc support to the Head of Finance including deputising during periods of absence.

Supervisory Responsibilities

- > Line Management of finance staff as allocated.
- > Training and development of these staff in their roles.
- > Joint working to ensure efficiencies and streamlining of processes and activities.

The above job description is not exhaustive and is clarified to include broad duties inherent in the post.

Person specification

Qualifications

- > Must be qualified – ACCA, CIMA or ACA.

Knowledge, skills and experience

Essential

- > Sage 200
- > Cost centre Accounting
- > Intermediate Excel skills.
- > Significant experience of budget setting and financial planning; financial reporting to business units; statutory accounting.
- > Have significant experience of management accounting, working at a senior level within a complex finance department, and have strong understanding of financial management.
- > Experience in analysing financial data.
- > Demonstrate continuing professional development.
- > A comprehensive secondary education (5 GCSEs or equivalent including Maths and English Language).
- > Excellent analytical and reasoning skills.
- > Attention to detail.
- > Adaptable and fast learner.
- > Ability to communicate at all levels with both financial and non-financial management.
- > Requires liaising with different leaders to understand Directorate requirement.
- > Ability to identify key financial risks, using imperfect information and judgement as necessary, and tailor financial advice and support to influence the Directorate leadership.
- > Demonstrable ability to work accurately and quickly under pressure to tight deadlines.
- > -Demonstrable ability to learn new IT systems/configuration.
- > Create active partnerships that provide real time support and analysis.
- > Ability to lead change and have a positive influence on others.
- > Ability to work with minimal day to -day supervision.
- > Good organisational skills with an ability to prioritise, be flexible and always ensure that high quality, timely work is produced.

Desirable

- > Experience of working within Finance in the Third Sector.
- > Experience of managing, motivating, and developing staff.

