

# FINANCE AND GOVERNANCE LEAD

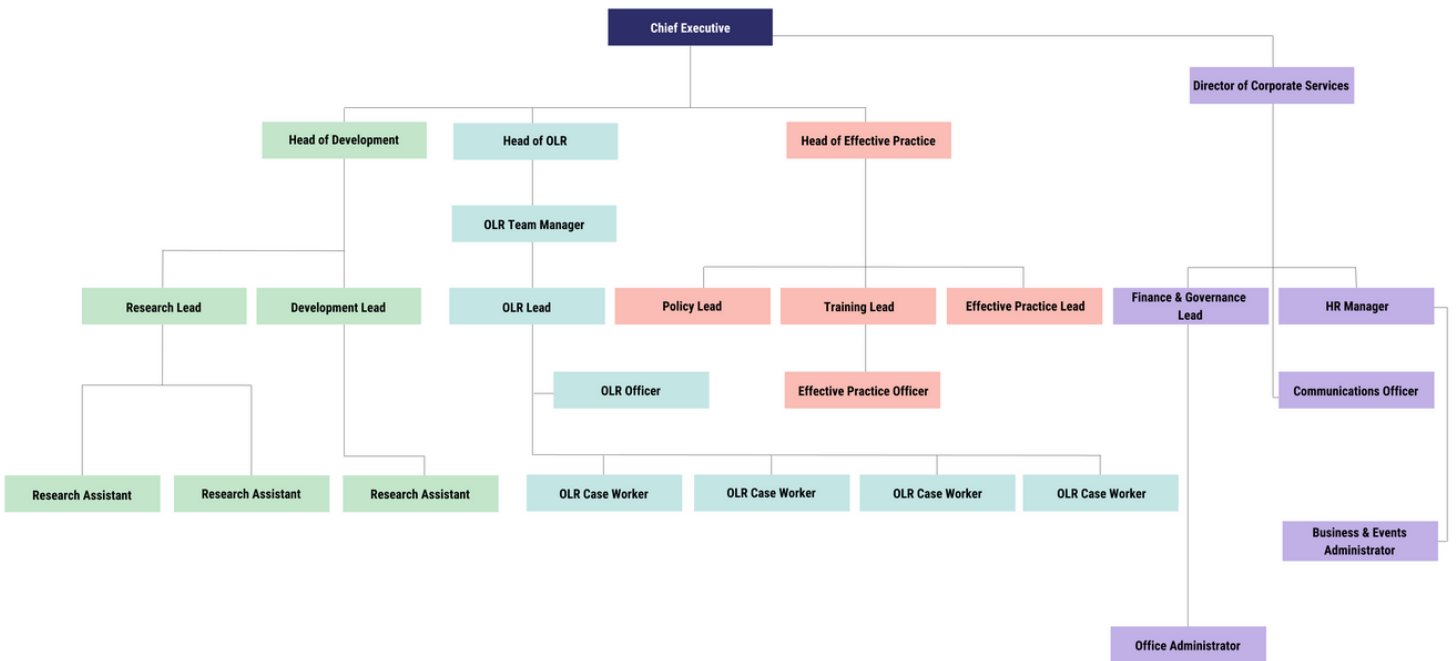
This is an opportunity for someone with a wide knowledge in finance, corporate governance and data and records management to join the team.

## WHAT'S THE JOB?

- JOB TITLE:** Finance and Governance Lead
- LINE MANAGER:** Director of Corporate Services (DCS)
- GRADE:** Grade 6 (£49,754 - £54,040)
- CONTRACT TYPE:** Permanent

As a Finance and Governance Lead with the RMA, you'll have lead responsibility for the effective performance of financial and corporate governance processes. You'll be making sure that the Risk Management Authority (RMA) is compliant with financial regulations, public body legislation and systems of good governance. In this role you'll be supporting business planning activities and reporting on the performance of these activities, you'll also lead the development and maintenance of relevant control systems.

## MEET THE TEAM



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To apply for this role, you should have a degree in Business, Accounting or a related business field. You should have knowledge of financial statutory processes and corporate governance.

## JOB PURPOSE

### Finance

- Maintain and develop financial procedures to ensure compliance with International Reporting Standards and Scottish Public Finance Manual
- Produce monthly financial reports and annual accounts
- Produce budgets and medium term financial plans
- Manage procurement processes

### Governance

- Maintain and develop corporate policies & procedures to ensure compliance with legislative corporate duties, good governance and best practice
- Maintain Corporate Risk Register
- Produce corporate reports
- Responsible for records & data management
- Support board & committee processes
- Responsible for managing IT performance

### Assigned Roles:

- Data Protection Officer
- Freedom of Information Officer
- Records Management Officer
- Information Asset Owner
- Information Management Support Officer
- Health & Safety Officer
- Fire Officer
- Environmental Officer

## DIMENSIONS

Important dimensions include:

- £2million financial budget
- 500 financial transactions per year
- 25 permanent staff employed
- 20 Board and Committee meetings per year
- 15 public reports
- 30 FOISA requests per year

## MAIN ACCOUNTABILITIES

### Strategy

- Contribute to the development of business and financial planning activities
- Contribute to the identification of strategic objectives in relation to finance, corporate governance, records and data management and lead on their implementation
- Work within the management team and deputise for Human Resources, Communications and Director Corporate Services as required

### Finance

- Lead on development and maintenance of financial procedures and internal control processes
- Lead on processing of financial transactions
- Produce monthly financial reports accounts and forecasts
- Produce annual budgets and medium term financial plans
- Produce year end accounts and support the production of annual report
- Lead on supporting internal and external auditors assignments
- Lead on procurement and contract management

### Corporate Governance

- Lead on development and maintenance of corporate policies, procedures
- Support Board & Committee governance and facilitation of meetings
- Maintain and report on corporate governance controls such as business plan performance reports, corporate risk management, business continuity and assurance mapping
- Lead on compliance with public reporting duties
- Support business and corporate planning processes
- Lead on management of office premises
- Lead on IT strategy and performance

### Records & Data Management

- Lead on the security and management of information and data
- Lead on development and maintenance of relevant policies and procedures to support effective records management systems
- Lead on matters relating to Freedom of Information
- Lead on matters relating to GDPR including drafting of data sharing agreements
- Act as the organisation's Data Protection Officer, Information Management Support Officer, Records Management Officer and Information Asset Owner
  
- Undertake other reasonable duties as required by the needs of the Authority.

## LEVEL OF AUTONOMY AND DECISION-MAKING

In this role you'll be self-directing, working with the aim to advance financial controls and corporate governance processes. You may submit policy proposals governing your area of work for approval, and you'll be required to use professional judgement to produce financial forecasts and business reports.

As our Finance and Governance Lead, you will provide assurance and appropriate escalation to the Director of Corporate Services in relation to functions under your responsibility, including corporate risk management, business planning, project and financial management and health and safety.

The role supports separation of duties and will have responsibility for drafting financial transactions which are required to be submitted to the DCS for approval, in accordance with RMA financial procedures.

## COMMUNICATIONS

You should have well developed communication skills and a track record of producing and presenting high quality reports. As Finance and Governance Lead, you'll engage frequently with all staff, our senior management team and our Board and Committees. The main external contacts of the post are:

- General public through freedom of information requests
- Civil servants in sponsorship department
- Internal and External auditors
- Information Commissioner, as and when required, in relation to the RMA's Freedom of Information Publication Scheme and Data Protection registration
- Professional bodies to seek advice on policy development
- Suppliers on contract management and payment performance.

## COMPLEXITY

This role requires a wide knowledge base to support finance, corporate governance and data and records management activities. The main sources of complexity are:

- Producing financial reports in compliance with Scottish Public Finance Manual and the Government Financial Reporting Manual (FReM).
- Ability to interpret and fulfil statutory requirements relating to a broad set of activities such as, but not limited to, Freedom of Information Scotland Act and GDPR legislative requirements.
- Ability to develop and implement corporate policies and procedures in a collaborative environment.
- Advising management team and Board on areas of expertise.
- Ability to analyse information to inform performance management.

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## EXPERIENCE, KNOWLEDGE AND SKILLS

### Experience

- Production of monthly accounts and statutory accounts
- Creating financial budgets and production of forecasts
- Providing finance and corporate governance input to support corporate decision making
- Leading change through implementation of best practices in finance and corporate governance control systems

### Knowledge

- A degree in Business, Accounting or related business field
- Knowledge of financial statutory processes
- Knowledge of corporate governance
- Knowledge of Freedom of Information and GDPR statutory processes
- Knowledge of Records Management processes
- Knowledge of Corporate Risk Management
- Knowledge of Project Management processes

### Skills

- Ability to network and communicate effectively with a range of external bodies; and to influence operational staff as well as senior managers, Board members and civil servants
- Accurate financial record keeping
- Ability to convey financial information to non-finance colleagues
- Excellent written and verbal communication to support statutory reporting functions
- Excellent critical thinking skills and the ability to exercise good judgement and solve problems quickly and effectively

# RISK MANAGEMENT AUTHORITY

We're a small, supportive team at the Risk Management Authority (RMA). A non-departmental public body of the Scottish Government, we work to keep people safe.

## OUR VALUES



**Learning:** We drive change and promote a culture of continuous improvement. We support and value each other's contributions; we acknowledge that shared experience and understanding helps us achieve our aims.



**Integrity:** We're impartial, consistent and objective in our work, and we're not afraid to challenge. We believe in honesty and transparency and our work can be trusted.



**Fairness:** We put people at the heart of what we do, and our work is firmly rooted in human rights. We act fairly and consistently and treat everyone with dignity. Our people are passionate and want to make a positive difference.



**Excellence:** We're committed to setting and upholding the highest possible standards, and we deliver what we promise.

## WHAT YOU CAN EXPECT FROM US

We're currently working on a hybrid basis to allow for a better work/life balance, and we offer a flexible working policy and provide flexi time for all staff. As part of the Scottish Government, we're pleased to be able to offer a wide range of benefits including 27 days' annual leave plus 11 ½ public/privilege holidays you use flexibly at a time that suits you, and an excellent civil service pension provision.

Plus, right now colleagues can take advantage of a weekly Wellbeing Hour, a paid hour per week to do something to support your mental or physical wellbeing. This will continue through to 2024, where it'll be replaced by a shorter working week. We're working towards reducing the working week from 37 to 35 hours, with no reduction in pay.

We really value the experience and expertise of our team. Supporting your professional development is a priority for us, and we're proud to provide a generous CPD offering. We also provide an Employee Assistance Service (EAS) where you can get expert guidance 24 hours a day, 365 days a year, whether you're experiencing issues at work or at home.

# HOW TO APPLY

Please note we don't accept any applications from agencies.

Make sure you read this application pack carefully to make sure you're right for the role, and that we're the right place for you too.

To apply for this role, download the **Application Form** from our website and complete it to the best of your ability. We won't ask for or accept CVs with covering letters. In your application form give as much detail as you can about how you meet the criteria for the post - we love to hear about your experience! Submit your completed application form and Equality Monitoring form to us by e-mail before the date and time specified below.

**All applications must be submitted to us by e-mail to [recruitment@rma.gov.scot](mailto:recruitment@rma.gov.scot).**

No agencies please.

If you need any of the documents in another format please let us know by contacting our office 0141 278 4478 or via e-mail [info@rma.gov.scot](mailto:info@rma.gov.scot).

Once the closing date has passed, the team here will review all applications and invite candidates to interview. See the dates in the box below to give you an idea of when that might be. Our interviews are usually held in person in our office in Paisley.

If you'd like a confidential chat about the position or any questions about this process, please get in touch with Paul, our Director of Corporate Services ([paul.keoghan@rma.gov.scot](mailto:paul.keoghan@rma.gov.scot)), or give us a ring on 0141 278 4478.

## KEY DATES IN THE PROCESS

### **CLOSING DATE: 17 DECEMBER 2023**

We won't accept any applications received beyond midnight on this date.

### **INTERVIEWS: WEEK COMMENCING 8 JANUARY 2024**

After reviewing applications we'll invite candidates to interview. We'll do this by e-mail. Please let us know at this time if you would like us to make any reasonable adjustments for your interview.