



SCOTTISH LAND COMMISSION  
COIMISEAN FEARAINN NA H-ALBA

## **Finance and Business Systems Lead Job Description and Person Specification**

**Reports to:** Head of Communications and Corporate Services

**Location:** Inverness (with hybrid working available)

**Hours:** 35 per week (with flexible working available)

**Duration:** Permanent

### **Context**

We are the Scottish Land Commission. We believe that land and how we use it is at the very heart of a thriving nation. Our role is to provide leadership and advice in reforming the ownership and use of land in Scotland. We advise Scottish Government, Parliament, and others on an ongoing programme of reforms to law and policy, and we provide leadership for changes in culture and practice.

The Scottish Land Commission is here to provide leadership and fresh thinking, underpinned by sound research, analysis, and advice. Our forthcoming Strategic Plan sets a focus for our work on people, power, and prosperity:

- Enabling people to participate in and influence decision about land;
- Diversifying the power and control in land ownership and governance;
- Using the value and benefits of land to create economic prosperity.

For financial year 2024-25 the commission has an allocated budget of £1.6 million which is solely made up of Grant in aid from Scottish Government.

### **Purpose of role**

Reporting to the Head of Communications and Corporate Services, you will be responsible for delivering effective financial and business reporting as well as ensuring effective legal and operational compliance in our financial and contract management.

You will work closely with our other departments to guide our strategic financial planning, as well as working with auditors and contractors to ensure effective corporate governance. The ideal candidate will have experience in finance, procurement, proven analytical skills, and experience of working within public sector.



## **Delivery**

- Deliver effective financial management and oversight of spend and budget reporting ensuring appropriate procedures and systems are in place to undertake recording and reporting of financial transactions and budget management.
- Prepare and co-ordinate the annual accounts and report.
- Provide effective management of our internal and external audit process, to include; acting as the main point of contact with internal and external auditors, devising implementation plans and co-ordinating evidence and supporting information as required.
- Provide accurate financial reporting and information to the management team to aid decision making and liaise with Scottish Government sponsor team.
- Manage and develop compliance systems and processes to meet the duties of the Commission as a public body, which includes Scottish Public Finance Manual, Public Sector Procurement Policy, and Complaints Handling.
- Lead and deliver office support including managing office premises, IT and cyber security, role of Health & Safety Liaison Officer and the day to day running of the organisation.
- Play a key role in the Commission's Audit and Risk Committee including; preparation of papers, risk interrogations and attendance of meetings.
- Development of annual pay modelling in line with public sector pay policy.
- Support the Head of Communications and Corporate Services as required.
- Line Management of two members of staff; Finance Officer and Corporate Services Assistant.

## **Governance and business systems**

- Manage and oversee delegated budget, ensuring that expenditure is planned in accordance with the Commission's budget requirements and procurement principles.
- Commission and manage contracts effectively; including acting as a subject matter expert for other colleagues on procurement and contract management.
- Support the governance of the Commission through maintaining, updating, and implementing governance procedures, processes, and documentation such as operational risks and risk assessments.
- Deliver on good governance practices, accountability, and compliance.
- Contribute to organisational performance monitoring and reporting.
- Keep CRM systems up to date and maintain accurate records of casework and other contacts.



## Engagement and communications

- Support effective relationships with stakeholders and suppliers that help delivery of the Commission's work including providing a point of contact for internal and external enquiries.
- Deliver effective internal communications across the Commission encouraging governance compliance and supporting organisational improvement.
- Support a strong reputation and profile for the Commission by representing the organisation with stakeholders, suppliers, Scottish Government, and at relevant events.
- Seek opportunities to communicate and increase the profile of the Commission's work.

## Leadership and professional development

- Take a proactive approach to professional development by maintaining an active interest in relevant areas of work, such as financial developments and committing to regular continuing professional development.
- Support the professional development of colleagues by providing constructive feedback where appropriate.
- Support the development of the Land Commission by contributing actively to organisational planning processes such as quarterly milestones, annual business plan and three-year strategic plan.
- Contribute to and supporting organisational development through behaviours and ways of working that bring our organisational values to life.
- Seek and share opportunities to be creative and realise continuous improvement in our delivery and impact.

## Key Contacts

**Internal:** Colleagues from across the Commission including the Board, Policy, Good Practice and Corporate Services.

**External:** Scottish Government Finance Team, Scottish Government Sponsor Team, Auditors, Suppliers



## Person Specification

Criteria	Essential	Desirable
<b>Qualifications &amp; professional experience</b>	A relevant degree or equivalent professional experience.	Experience of working in a public policy environment
<b>Financial process management</b>	<p>Proven experience as a Finance Manager or in a similar financial management role.</p> <p>Strong background in financial planning, analysis, and reporting.</p> <p>Experience in budgeting, forecasting, and financial modelling.</p> <p>Familiarity with accounting principles and financial regulations.</p> <p>Experience with risk management and internal controls.</p>	<p>Experience of managing and overseeing contracts with suppliers</p> <p>Strong background in working with auditors.</p> <p>Experience of working with Scottish Government or similar public bodies</p> <p>Experience of Public Contracts Scotland</p>
<b>Skills and competencies</b>	<p>Advanced knowledge of financial analysis techniques and tools.</p> <p>Proficiency in financial software and advanced MS Excel skills.</p> <p>Excellent analytical skills with the ability to interpret complex financial data and provide strategic insights.</p> <p>Strong attention to detail and accuracy.</p> <p>Exceptional problem-solving and decision-making abilities.</p> <p>Effective communication skills, both written and verbal, with the ability to convey complex financial information to non-financial stakeholders.</p>	<p>Ethical and trustworthy, with a commitment to maintaining confidentiality.</p> <p>Ability to work effectively in a fast-paced and dynamic environment.</p> <p>Leadership and team management skills to guide and motivate a finance team.</p> <p>Experience using Sage accounts software.</p> <p>Ability to communicate in Gaelic.</p>



	<p>Strong organisational and time management skills to handle multiple priorities and meet deadlines.</p> <p>Up-to-date knowledge of industry trends and best practices in finance and corporate governance</p>	
<b>Professional development</b>	<p>Willingness to learn and take on new areas of responsibility.</p>	<p>Evidence of on-going commitment to continuous professional development.</p>
<b>Personal attributes</b>	<p>Proactive and self-motivated with a drive for continuous improvement.</p> <p>Excellent interpersonal skills, with the ability to build effective working relationships at all levels of the organisation.</p> <p>Resilient and adaptable, able to thrive in a changing and challenging environment.</p>	
<b>Other</b>	<p>Willingness to work out hours to fulfil requirements of the post.</p> <p>Willingness to travel to fulfil requirements of the post.</p>	