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## JOB DESCRIPTION

### Senior Finance Officer

Our mission at Victim Support Scotland (VSS) is to ensure that those affected by crime receive high quality support that will help them to recover from their experiences. We want victims and witnesses to be at the heart of everything we do so they have improved health and well-being, feel safer, more secure, and informed and that we are an effective organisation, which makes a lasting difference.

We aim to do this by adhering to our own organisational values of being supportive, striving for excellence and offering personalised and accessible services and these are reflected in the behaviours expected of all staff and volunteers.

We are looking for an individual who has energy, drive, and commitment in addition to a proven history of outstanding financial and management accounting practice, to provide excellent financial support to their colleagues.

#### Job Purpose

As a senior member of the Finance and Estates Team, reporting directly to the Head of Finance & Estates, you will be responsible for assisting in the successful delivery of the financial function within VSS and will line manage the Team's Finance Officers.

You will provide financial management information to the Head of Finance & Estates for use at Board and Management meetings and will ensure that the Finance team deliver a high quality and effective customer service.

You will support the creation and management of financial forecasting models and procedures and contribute to the financial strategy and plans, in line with VSS overall strategy. You will help to ensure that all accounting activity complies with regulations.

Your work will involve close liaison with members of the Corporate Leadership Team and will support business planning within VSS.

#### Key Accountabilities

As Senior Finance Officer, you will:

- Lead the day-to-day financial operations, including:
  - Manage the accounts payable, receivable, and payroll activities;
  - Prepare monthly management accounts and expenditure forecasts against budget;
  - Create cashflow forecasts;
  - Assist in the preparation of the annual accounts;
  - Prepare project costings as required; and
  - Maintain the fixed asset register and general ledger with precision.
- Support the delivery of a robust financial framework and ensure that auditing requirements are met.

- Analyse financial data and conduct variance analysis to support effective and timely decision making.
- Conduct yourself in a way which supports a highly performing Finance function.
- Contribute to business planning and modelling.
- Assist the Head of Finance & Estates in ensuring that budgets and financial strategies and plans meet the needs of VSS.
- Lead the maintenance and development of VSS's financial systems, ensuring that they continue to always operate effectively.
- Contribute to overall goals and business planning of the Finance and Estates function through active participation in team meetings and supporting internal initiatives.
- Support the Head of Finance & Estates in engaging constructively with VSS's external auditors, particularly through the year-end process.
- Ensure compliance with all related policies and procedures and statutory regulations.
- Work to embed a coaching culture within your areas of responsibility that upholds the values of VSS.
- Provide clear, authoritative, and impartial advice and interpretation of complex situations.
- Deliver effective support and performance management to ensure all staff within your line management remit achieve their objectives within the agreed timescales.
- Be a role model and portray the expected behaviours and values of VSS.
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.
- Act as cover for the Head of Finance & Estates, on financial matters when required,
- Ensure senior management comply with organisational financial guidelines when making decisions.
- Complete any other duties as may arise from time to time.

#### Communication Skills and Representing the Organisation

**Internal:** Head of Finance & Estates, Chief Executive, Executive Leadership Team, Corporate Leadership Team, Heads of Service, Operations Managers, employees at all levels

**External:** Scottish Government, Stakeholders, Partners, Pension Provider, HMRC, Local Authorities, External Auditors and other external professionals and providers as required.

- Use high levels of written and verbal skills to ensure clear and accurate reports are delivered.
- Build and sustain relationships with external partners.
- Communicate complex financial information in a simple manner to non-expert audience.
- Use sensitivity and diplomacy whilst being assertive when dealing with managers and external partners.

KEY REQUIREMENTS		
1.	Qualifications	EVIDENCED
	Educated to HNC/HND level or AAT	E
	Part qualified or qualified accountant	D
	Trainee or Chartered membership of a recognised CCAB	D
	Evidence of Continuing Professional Development	E
2.	Skills / Abilities	
	Organisational awareness with an understanding of VSS's vision	D
	Effective leadership and management styles with an ability to motivate, develop and manage staff towards high performance levels	D
	Ability to plan and organise a complex workload ensuring a high-quality output is delivered	E
	Innovation and problem solving	E
	Demonstrate the ability to work individually or as part of a team	E
	Able to concentrate on existing and potential customers needs and wants and exceed expectations	E
	Excellent communication skills and interpersonal effectiveness	E
	Work at pace with attention to detail	E
	Demonstrate effective negotiation skills	D
	Display effective analytical skills, demonstrating the ability to understand, collect, analyse, report and present complex data to non-financial colleagues	E
	Ability to work effectively in partnership with managers, senior colleagues, and all stakeholders	E
	Proficiency in setting clear objectives and standards to ensure accountability and responsibility of others	D
	Be a role model, showing energy, determinism positivity, robustness, and resilience, with an ability to inspire confidence and respect, exemplifying high standards of conduct for all staff and volunteers.	D
	Collaborate and consult with colleagues and constructively challenge as appropriate	E
	Be able to give and receive constructive feedback.	E
3.	Experience	
	Working knowledge of financial systems	E
	Proven track record of delivering high quality financial	E
	Experience and expertise in the use of Microsoft Office packages	E
4.	Knowledge	
	Working knowledge of relevant charities accounting and finance legislation (charities SORP and OSCR requirements)	D
	Good working knowledge of integrated financial accounting packages	E
	Knowledge of VSS and an understanding of its aims and objectives	D
5.	Behaviours	
	Self-motivated with an effective management style	E
	Strong approach to performance management with the ability to define and measure outcomes of success	D
	Enthusiastic with a positive determination to overcome challenges	E
	Ability to cope with change and competing demands	E
	Results focused	E
	Honesty and integrity	E
	Willing to be flexible in working hours and able to travel as required	E