

# • Financial Accounting Business Partner

- Location: SAMS site, Dunbeg, near Oban
- Hours of work: 37 per week

Salary range: Grade 7 £45,423- £51,039pa

Contract type: Permanent

## Company

The Scottish Association for Marine Science is an equal opportunity employer; we welcome applications from people with disabilities. We value the diversity of the people we hire and serve.

Diversity at SAMS means fostering a workplace in which individual differences are recognised, appreciated and respected, as well as responded to in ways that fully develop and utilise each person's talents and strengths.

## Job Description

- Your main responsibilities will be:

| Responsibility Areas                                    | Approx.<br>%<br>of time |
|---------------------------------------------------------|-------------------------|
|                                                         |                         |
| Manage the month end process and timetable, identifying | 15                      |

|                                                                                                                                                                                                                                                                                   |    |
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| efficiencies and implementing change as required. Review adjusting manual journals to automate and sign off to ensure accounts are accurate.                                                                                                                                      |    |
| Prepare and deliver monthly management accounts, including detailed variance analysis against budget, insightful commentary on key financial drivers, value-added recommendations to support business performance and decision-making and reforecasting of the year end position. | 10 |
| Design, maintain and communicate accurate and insightful monthly financial reports to budget holders, highlighting key areas of concern, significant variances and transactions requiring further investigation or action.                                                        | 10 |
| Manage the Balance Sheet Reconciliation (BSR) review process, ensuring reconciliations are accurate, complete and kept up to date, with any required corrective actions identified, documented and resolved promptly. Conduct quarterly reviews of BSRs with                      | 10 |

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| the Associate Director of Finance, ensuring any discrepancies or required adjustments are investigated and corrected in a timely manner.                                                                                                                                                                                                                                               |    |
| Take responsibility for the preparation and delivery of the statutory accounts for all three entities and manage the relationship with the external auditors, ensuring accurate and timely completion of the external audit process. Support the production of the Annual Report, ensuring financial information is accurate, compliant and presented to a high professional standard. | 15 |
| Manage and oversee the Finance Operations team, ensuring accurate, timely and well-controlled delivery of Accounts Payable, Accounts Receivable, Tax, Payroll and Banking activities, while maintaining strong financial controls and efficient processes.                                                                                                                             | 20 |
| Support and contribute to continuous improvements within the department to ensure policies and procedures (SOPs) are up to date and                                                                                                                                                                                                                                                    | 10 |

|                                                                                                                                                                                                                              |         |
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| follow legislation and regulations.                                                                                                                                                                                          |         |
| Manage the Capital Budget and Fixed Asset processes, ensuring accurate and effective monitoring of capital expenditure, asset accounting and depreciation, including the appropriate accounting treatment of capital grants. | 10      |
| Provide flexibility to the Finance team during busy periods and staff absences.                                                                                                                                              | Ongoing |
| Be pro-active in the application of SAMS Health and Safety Procedures.                                                                                                                                                       | Ongoing |

## Requirements and Qualifications

### Essential

- Holds a recognised accountancy qualification or currently nearing end of

qualification completion with evidence of extensive work experience application (desirable).

- Considerable experience in senior finance role.
- Some experience of implementing new practices and procedures and compliancy changes.
- Skills in planning work, prioritisation, and delegation to meet required timescales.
- Attention to detail to ensure accuracy in accounts at all times.
- Experience of management accountancy.
- Analytical and problem-solving skills – able to provide/implement solutions provided.
- Excellent communication and teamworking skills.

- Able to manage own workload as well as that of other team members.
- Evidence of successful staff line/supervisory management.
- Excellent IT Skills – Microsoft Excel, Outlook, Power BI financial accounting packages.
- Provide sound financial judgement.
- CPD record.
- Extensive working knowledge for your area of finance i.e. Management Accounts.
- Able to cope with the demands of the role including changing priorities

# How to Apply

Applications may be submitted by e-mail, handed in to our reception team or by postal mail no later than 26 October 2026

Interviews will be held in early November.

(Job Ref No: D20/26.SJ)

(Scottish Association for Marine Science)

(SAMS, Dunbeg, Oban, Argyll, PA37 1QA)

(01631 559000)

(recruitment@sams.ac.uk)

([Vacancies — Scottish Association for Marine Science, Oban UK](#))

Attention: (SAMS HR team)