**Deputy Head of Financial Services**

1. **Job Details**

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| Job Title:  | Deputy Head of Financial Services | Job Family: | Management, Specialist & Administration |
| Line Manager: | Head of Financial Services | Salary Range: | £42,155 - £47,423 per annum |
| Full Time/Part Time: | Full Time (37 hrs per week) | Grade and Job Family: | Grade 7Management, Specialist & Administration |

 **2. Purpose**

* Work closely with the Head of Financial Services and Senior Finance Partners to provide a business partnering approach, ensure compliancy across services, working together to provide regular and accurate information to internal/external customers, funders and regulatory bodies.
* To assist with the financial planning, budgeting, forecasting and reporting processes, including the preparation of monthly Management Accounts for the Group.
* Provide financial management of circa 100 research contracts, through regular monitoring and the provision of accurate financial and administrative advice to science project leaders across the organisation. This is to ensure that funding proposals are prepared in line with funder financial guidelines and SAMS internal financial requirements.
* To review, develop and maintain appropriate financial controls over the finance processes and balance sheet.
* Provide support to the Head of Financial Services, deputising as required.

The role covers all subsidiaries including dormant companies and will have the support of two Senior Finance partners and their respective staff clusters, to assist deliver objectives.

1. **Main Responsibility Areas**

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| *Responsibility Area Activities* | *Approx. %**of time* |
| Provide support and coaching to project managers throughout the project life cycle, taking responsibility for arranging a project start up meeting and providing advice so as to ensure all costed and projected income matches project activities.  | 25 |
| Ensuring that all costs including staff time, are appropriately evidenced and charged to projects in order to meet SAMS requirements and for the submission and audit of claims in line with funder guidelines. | 15 |
| Developing and monitoring proposal submissions in line with the funder financial guidelines. Coaching and supporting contracts administration staff to develop their contracts administration knowledge base. | 25 |
| Contribute to the continuing development of the information management system (NetSuite), providing clarity on the organisation’s requirements to the Reporting and Systems Manager.  Actively participate in governance of the IMS, providing critical review of and input to process solutions. | 10 |
| Oversee staff allocations, assisting team with management and monitoring of staff resources | 15 |
| Be pro-active in the application of SAMS Health and Safety Procedures. | Ongoing |

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**4. Planning and Organising**

* Able to manage and prioritise a variable workload with strong planning and organisation skills.
* Responsible for the planning of research grant budgets and forecasts to ensure that information is current for reporting purposes.
* Able to plan the regular cycles of work activity, whilst prioritising ad hoc issues as they arise. Assist team to achieve completion of tasks timely.
* Highly effective planning skills with the ability to deliver on concurrent and simultaneous demands which may appear conflicting.

**5. Problem-Solving**

* You will have a practical approach to problem solving, focussing the team on delivering timely and accurate management information to the business.
* The ability to identify the root cause of ongoing process issues and to develop appropriate solutions is critical to the role.

**6. Decision-Making**

* Proactive management of all grants, including decisions on remedial action, if necessary.
* Able to make clear decisions with the ability to identify potential impact on other elements of the organisation.
* Ability to judge when to use own initiative or to involve appropriate senior managers (Head of Financial Services / SAMS Executive Group) is key to success.

**7. Key Contacts/Relationships**

* Able to development strong relationships with external stakeholders including contacts in the banks, external auditors and SAMS’ educational partners.
* Must develop relationships across the organisationat all levels including the SAMS Executive Group and Board, communicating effectively and regularly.

**8. Knowledge, Skills and Experience we are looking for**

* Hold a professional accountancy qualification – CA, CIMA, ACCA
* Experience of providing and developing financial information in a diverse organisation.
* Commercial sector experience - desirable
* Experience and understanding of charity accounting, research and/or education organisation is preferred.
* Some people supervision or team management experience
* Excellent communication skills: Ability to communicate well at all levels and to communicate financial information to non-financial managers.
* Some experience of dealing with external auditors and finance providers.

**9. Dimensions – Scope of role**

* The Group has a turnover of circa £11m across diverse activities including research and commercial projects, higher education funding and charitable fund raising.
* SAMS has 2 active subsidiaries and several dormant subsidiaries.
* You will be expected to manage your direct reports performance and attendance as well as act as a coach/mentor which may involve training staff to support work activities to meet requirements and/or their career development.
* The main aspects of the job will be to apply specialist financial expertise and management, provide accurate timely information for regular reporting exercises and ensure a robust financial control environment.

**10. Any other relevant information**

You may also be asked to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed**.**

Useful Reference Documents

Our website - [Home — Scottish Association for Marine Science, Oban UK (sams.ac.uk)](https://www.sams.ac.uk/)

SAMS Annual Report - [SAMS-Annual-Report-2021-PRE-Final.pdf](https://www.sams.ac.uk/t4-media/sams/pdf/agm/SAMS-Annual-Report-2021-PRE-Final.pdf)

[Science — Scottish Association for Marine Science, Oban UK (sams.ac.uk)](https://www.sams.ac.uk/science/)

Education - [Study — The Scottish Association for Marine Science (sams.ac.uk)](https://www.sams.ac.uk/study/)

Enterprise - [Home — SAMS Enterprise - Marine Consultancy (sams-enterprise.com)](https://www.sams-enterprise.com/)

[WHAT SAMS CAN OFFER YOU (please right click and select open in new tab)](https://sway.office.com/7GSAUexj0DJC3tZz?ref=Link)

Our Values and culture

We strive to be a world-class marine science enterprise that underpins regional, national, and international policy, and societal action to secure healthy and sustainable oceans.

As a workforce, we have a strong family and team culture, helping each other to achieve our goals.

Remuneration

We offer a competitive salary and pension as well as employee benefits package. We also have a number of supportive policies to assist absence, family, and other leave types.

Career Goals

SAMS provides a supportive learning and career growth environment for those looking for that next step in their career or upskill in the workplace. This may be through opportunities to develop techniques, learn more about the science objectives for the group, gain some tutorial opportunities, as well as attend meetings and CPD events.

We’ll provide you with a good start as you join SAMS

SAMS provides an excellent induction which is a great introduction to the organisation, the facilities, your department and team, and provides that support that you need over the early months joining a new organisation. We will also provide you with office space, computing equipment and ensure this is ready for you on your first day of work.

Employee Benefits

In addition to a general remuneration package which includes a generous salary, pension, and sickness absence policy, we offer a number of employee benefits to our staff, some of which are listed below:

* Flexible & Hybrid working arrangements
* Purchase of additional annual leave – up to 20 days per annum
* Access to shopping discounts as well as local shop and leisure discounted memberships
* Cycle to work scheme
* Purchase of technology
* Payroll Giving
* Salary Sacrifice – pensions
* Access to wellbeing portals which provide support for mental health, nutrition and fitness and GP referral scheme
* Occupational health support
* Welfare support on site
* Access to free CBT sessions
* Sabbatical scheme
* A number of training and development courses to assist you with your career development – leadership, coaching and mentoring.

SAMS is part of the University of the Highlands & Islands and holds an Athena SWAN Bronze award. SAMS is currently working towards a silver award.

As an Academic Partner of UHI, SAMS is designated as an educational establishment and subject to the provisions of the Protection of Children (Scotland) Act. Certain roles may be subject to a satisfactory check by Disclosure (Scotland) as a condition of their appointment.

Applications must include CV and Cover Letter and should be sent electronically to recruitment@sams.ac.uk quoting Job Ref. ‘D23/22.AM’ in the subject line.

The closing date for applications **28th February 2023**

**Interviews will likely be held by the middle of March 2023**

*Please note, we prefer to contact referees prior to interview*

Guidance for Applicants

Candidates must have the rights to work in the UK.

Your application – what are we looking for?

We are looking for a full CV – please remember to document all your relevant work experience, listed with the most recent first. You should also include your educational achievements with you most recent qualification first.  You should include skills and competencies gained from previous employment or education. This should be specific to the job description.  Also, please include details of two referees, one referee at least from your current role, who we may contact if invited for interview.

We enjoy reading cover letters and these are an important part of the application. In the letter, connect your past accomplishments with the requirements listed in the job description. Focus on your most relevant experience, qualifications, and skills. Where possible, quantify your accomplishments with facts and data.

 ***Useful links***

* [How to write a flawless cover letter](https://career-advice.jobs.ac.uk/cv-and-cover-letter-advice/how-to-write-a-flawless-cover-letter-in-2020/) (please right click and select open in new tab)
* [How to write a CV](https://www.reed.co.uk/career-advice/how-to-write-a-cv/) (please right click and select open in new tab)