Head of Financial Services

**1. Job Details**

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| Job Title | Head of Financial Services | Department | Professional Services / Financial Support Services |
| Line Manager | Director of SAMS | Salary  | Flexible, up to £60k per annum (salary will depend on experience) |
| Full Time/Part Time | Full Time (37hrs) | Duration of Appointment | Open-ended  |
| Location | Ideally on-site.Flexibility for home working available | Work Pattern | Open to flexible working |

# 2. Job Purpose

Hands on management of the Financial Support Services team on a daily basis, comprising both finance and contract management staff.

Play a leading financial role within SAMS supporting business decision making and performance management to enable a financially secure future for SAMS.

Ensuring financial and contract management processes and procedures are fit for purpose.

# 3. Main Responsibilities

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| ***Role Description*** | ***Approx. %******of time*** |
| As a member of Executive Group, lead on strategic financial planning, taking responsibility for the annual financial planning process | 10 |
| Lead and manage the Financial Support Services (FSS) team, ensuring that all activities are undertaken effectively, efficiently and timely. Providing coaching and mentoring support, where required. | 40 |
| Responsible for collation and reporting on progress against financial performance, budget and cash flow targets, ensuring that monthly management accounts are accurate and timely to enable Executive group decision making. | 10 |
| Overall responsibility for the development and management of MIS system – NetSuite. | 20 |
| Preparation and presentation of the SAMS Group statutory accounts including effective liaison with the external auditors to ensure they have all the information required and that their queries are resolved to ensure timely and accurate statutory financial statements. | 10 |
| Responsible for treasury management, including maintaining an effective relationship with the bank. | 5 |
| Responsible for the collation and dissemination of all forms of financial information to our key stakeholders which include SAMS and SAMS Enterprise Boards and Council, our funders as well as University of Highlands and Islands (UHI), . | 5 |
| Be pro-active in the application of SAMS Health and Safety Procedures. | Ongoing |

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**4. Planning and Organising**

The post holder will be required to plan for the financial sustainability of SAMS, using their knowledge and experience to inform the overall approach and ensure that finance team resources are deployed appropriately to deliver:

* Support for members of the Executive Group and the non-executive members in the discharge of their financial responsibilities through the provision of high quality robust financial information.
* Proactive engagement in the determination of corporate policies and strategy and its implementation.
* A high standard of service, ensuring day to day financial activities undertaken in FSS are completed within set deadlines.

**5. Problem-Solving**

The post holder is expected to possess significant problem-solving skills and experience to deal with issues which arise because of external or work requirements or internal and team issues. The person will play a key role in developing operational solutions and resolving significant issues facing SAMS.

**6. Decision-Making**

The post holder will have input to managing the financial strategy of SAMS, developing and working within the financial regulations and best practice guidance.

* Takes a consistent approach to people and work, uses sound judgement
* Regular requirement to act as officer in charge.
* Required to take decisions on behalf of SAMS at external meetings.

**7. Key Contacts/Relationships**

To be successful in the role the post holder will be expected to foster teamwork and collaboration, both within the Financial Support Services team and with other staff, members of the Executive Group and Governing Council.

Externally they will manage effective relationships with key contacts of relevant stakeholders and partner organisations including University of the Highlands and Islands (UHI), other Higher Education Institutions and key funding bodies such as UKRI.

**8. Knowledge, Skills and Experience needed for the Job**

* Hold a professional accountancy qualification – CA, CIMA, ACCA
* Experience of leading, developing and managing teams.
* Strong analytical skills and high level of attention to detail
* Experience of change management and MIS systems implementation.
* Able to manage a complex workload with multiple deadlines and stakeholders, backed up by the organisational skills to deliver results.
* Comfortable operating at strategic level but with the confidence, experience and knowledge to provide input at an operational level, as and when required.
* Able to make decisions independently.
* Strong interpersonal and influencing skills.
* Excellent communication (both written and oral), with the ability to establish and maintain trust.
* Confident operating at Board level, expressing own opinions and maintaining discretion.
* Able to apply experience across a number of sectors across the varied elements of the Group (charity/higher education/commercial)

# 9. Dimensions – Scope of role

* Direct line management of 1 senior staff with indirect management of currently 11 staff.
* Responsibility for developing financial strategy for SAMS’ turnover of circa £11m.
* Responsibility for successful management and development of finance elements of NetSuite MIS system.

**10. Any other relevant information**

This is primarily an operational team management role, which requires experience of working in both commercial and non-profit organisations and/or complex group structures. The SAMS Group has companies with both limited and charitable status and obtains funding from research bodies, higher education and commercial work streams. It is a challenging and varied role requiring drive, enthusiasm and commitment.

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. ‘D22/22.NO’ 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)