

<b>Tìotal-obrach   Job Title</b>	Stiùiriche an Ionmhais   <i>Director of Finance</i>
<b>Roinn   Department</b>	Ionmhas   <i>Finance</i>
<b>An urra ri   Reporting to</b>	Prionnsapal   <i>Principal</i>
<b>Tuarastal   Salary</b>	£55,859 - £62,667
<b>Àite-obrach   Place of work</b>	Sabhal Mòr Ostaig, Slèite, An t-Eilean Sgitheanach IV44 8QR   <i>Sabhal Mòr Ostaig, Sleat, Isle of Skye IV44 8QR</i>

#### **TUAIRISGEUL OBRACH | JOB PURPOSE**

Bidh Stiùiriche an Ionmhais ag obair an lùib an Sgioba Stiùiridh agus a' toirt seachad stiùireadh ionmhasail ro-innleachdail agus stiùireadh obrachaidh do chaochladh sgiobannan agus a' toirt fallaineachd is seasmhachd ionmhasail na Colaiste gu buil. | *Working as part of the Senior Leadership Team the Director of Finance will provide financial strategic direction and operational leadership to a range of teams whilst ensuring the financial health and sustainability of the College.*

#### **PRÌOMH UALLAICHEAN | KEY RESPONSIBILITIES**

##### STIÙIREADH IONMHASAIL | FINANCIAL MANAGEMENT

Cùm taic ri seasmhachd ionmhasail na Colaiste tro leasachadh is libhrigeadh ro-innleachdail is ionmhasail a tha soilleir a rèir Ro-innleachd na Colaiste, stiùireadh ionmhasail làidir agus sgrùdadh ionmhasail soilleir. | *Support the financial sustainability of the College through developing and delivering a clear financial strategy in line with the College's Strategic Plans.*

Leasaich eòlas is tuigse air an t-saoghal mhaoineachaidh, a' gabhail a-steach poileasaidh Riaghaltais a thaobh foghlam treas ìre airson cur ri planadh is modaladh ionmhasail. | *Maintain a detailed knowledge and understanding of the funding environment, including Government policy in relation to tertiary education to inform financial planning and forecasting.*

Ullaich is taisbean buidseatan bliadhnaile an co-chomhairleachadh le manaidsearan roinneil agus thoir stiùireadh seachad air leasachadh is aithris KPIan thar na Colaiste, an com-pàirteachas le Planaichean Gnìomha Roinneil bliadhnaile. | *Prepare and present annual budgets in consultation with department managers, and lead on the development and reporting of KPIs across the organisation, in conjunction with annual Departmental Operational Plans.*

Thoir taic do na Manaidsearan gu lèir a thaobh bhuidseatan is thabhartasan. Feumar co-obrachadh le manaidsearan air cosgaisean an lùib phròiseactan rannsachaidh is foghlaim agus a' dearbhadh gu bheil dòigh-obrach stèidhte airson cosgaisean iomlan ath-thilleadh airson obair pròiseict gu lèir. | *Provide support to all Managers regarding budgets and grants. This includes working with managers on the costings for research and education projects and ensuring there is a standardised methodology for ensuring full cost recovery on all project work*

Dèan cinnteach gu bheil cunntasan stiùiridh mìosail gan ullachadh mar bu chòir agus a rèir a' chlàir-ama agus anns a bheil sgrùdadh ionmhasail, sgrùdadh sruth-airgid is ro-sheallaidhean ùraichte co-dhiù gach ràith dhan sgioba stiùiridh is na comataidhean Bùird iomchaidh. | *Ensure monthly management accounts are prepared accurately and on a timely basis, providing financial analysis,*

*cashflow monitoring and updated forecasts for the year at least on a quarterly basis to the management team and relevant Board committees.*

Cuir a-steach gach toradh riatanach gu Comhairle Maoineachaidh na h-Alba is OGE mar a dh'fheumar. | *Submit all mandatory returns to the Scottish Funding Council and to UHI as required, as well as other financial reports as required to donors / other funding bodies.*

Cuidich le Aonta Thoraidhean Bliadhna na Colaiste le Comhairle Maoineachaidh na h-Alba. | *Assist with the College's Annual Outcome Agreement with the Scottish Funding Council*

Cùm taic ris a' Cheannard Rannsachaidh airson Aithrisean REF a thoirt gu buil gu ceart is a rèir clàr-ama an REF. | *Support the Head of Research in ensuring timely and accurate Research Excellence Fund Reporting over the REF time period.*

Dèan cinnteach gu bheil siostaman stiùiridh is làimhseachaidh èifeachdach an sàs aig a' Cholaiste airson gach malairt is pròiseas ionmhasail is iad uile freagarrach is èifeachdach a thaobh chosgaisean is ùine. | *Ensure that the College has effective management and control systems in place for all financial transactions and processes, and that these are fit for purpose and cost and time effective.*

Dèan cinnteach gu bheil Sgrùdaidhean A-staigh is on Taobh A-muigh gan dèanamh airson siostaman stiùiridh is smachdachaidh is gèilleadh na Colaiste a dhearbhadh. | *Ensure both Internal and External Audits are carried out to provide assurance of the College's management and control systems and compliance.*

Dèan aithris ri Bòrd na Colaiste is Comataidhean a' Bhùird is tu fhèin nad Phrìomh Oifigear na Comataidh Sgrùdaidh. | *Report to the College Board and Board Committees, acting as the Lead officer to the Audit Committee.*

Co-obrach le sgiobannan iomchaidh airson teachd a-steach èifeachdach bho ghnìomhachas coimeirsealta sa Cholaiste, eadar stèidheachadh chùisean is reataichean do dh'oileanaich is cùrsaichean eile, co-labhairtean, màl sheòmraichean is gnothaichean coimeirsealta eile. | *Work with the relevant teams to ensure effective income generation from commercial business within the College, from setting fees and rates for students and other courses, conferencing, room lettings and other commercial activities.*

Lìbhrig comhairle ionmhasail, sgrùdadh is taic èifeachdach air gach leasachadh calpa agus taic don Cheannard Oighreachdan air stiùireadh ionmhasail èifeachdach an Tabhartais Gleidheadh Calpa bliadhna, agus cùm ri teirmean SFC. | *Provide effective financial advice, scrutiny and support on all capital developments, including supporting the Head of Estates on the effective financial management of the annual Capital Maintenance Grant, ensuring compliance with SFC terms.*

#### SOLARACHADH | PROCUREMENT

Dèan cinnteach gu bheil a' Cholaiste a' gèilleadh ri is a' cleachdadh gach riaghailt is stiùireadh a thaobh solarachadh san roinn phoblach. | *Ensure that the College complies with and utilises all regulations and relevant guidance in relation to public sector procurement.*

Dèan cinnteach gu bheil dòighean-obrach luach an airgid is solarachaidh an sàs air feadh gnothaichean solarachaidh na Colaiste. | *Ensure best value for money and procurement practice across the College's procurement activities.*

Dèan cinnteach gu bheil manaidsearan a' cumail ri aontaidhean frèam iomchaidh airson bathair is sheirbheisean tro sheirbheisean APUC. | *Through the services of APUC, ensure that management adopt appropriate framework agreements for goods and services.*

Dèan cinnteach gu bheil ear ceangailte ri buidhnean iomchaidh mar bu chòir agus gun dèanar ceanglaichean stiùiridh leotha, tro APUC. | *Through the offices of APUC, ensure opt-in to, and management links with, appropriate consortia where appropriate.*

Cùm conaltradh le cleachdaichean seirbheis airson dearbhadh gu bheil bathair is seirbheisean cho freagarrach 's a ghabhas. | *Consult with service users to ensure product or service specification is best-fit.*

Co-òrdanaich eacarsaichean solarachaidh co-fharpaiseach na Colaiste an com-pàirteachas leis an roinn iomchaidh is ionadan eile mar as iomchaidh. | *Co-ordinate College's competitive tendering exercises in collaboration with the responsible department and other institutions where appropriate.*

Cùm fiosrachadh ceannachd fo sgrùd airson dearbhadh gu bheil a' Cholaiste gu lèir a' gèilleadh ri Poileasaidh is Modhan-obrach Solarachaidh. | *Monitor purchasing information to ensure cross-college compliance with Procurement Policy and Procedures.*

#### LÀIMHSEACHADH CHUNNARTAN IS GÈILLEADH | RISK MANAGEMENT AND COMPLIANCE

Gabh uallach os làimh airson stiùireadh cunnairt èifeachdach na Colaiste, is tu ag aithris don Bhòrd agus don Chomataidh Sgrùdaidh gach ràith. | *Take responsibility for the effective risk management of the College, reporting to the Board and Audit Committee on a quarterly basis*

Ullaich is stiùirich Clàr Chunnartan na Colaiste, a' dèanamh cinnteach gu bheil na siostaman stiùireadh cunnairt iomchaidh aig a' Cholaiste. Cùm clàran cunnairt sònraichte a rèir feum agus far a bheil feum, dèan cinnteach gu bheil cunnartan ùra gan sònrachadh, gan aithris is gan làimhseachadh airson cunnart don Cholaiste a lùghdachadh. | *Prepare and manage the College's Risk Register, ensuring the College has the appropriate risk management systems in place. Maintain specific risk registers if the need arises and where new risks arise, ensure these are properly identified, reported, and mitigated to minimise the risk to the College.*

Dèan cinnteach gu bheil na siostaman iomchaidh an sàs airson gèilleadh ri gach dleastanas reachdail air a' Cholaiste, mar bhuidheann le maoineachadh poblach. | *Ensure the College has the appropriate systems in place to maintain compliance with all statutory obligations on the College, as a publicly funded body.*

Dèan ath-sgrùdadh air is glèidh Plana Leantainneachd Gnìomhachais na Colaiste, a' dearbhadh gu bheil pròiseasan soilleir an sàs agus an luchd-stiùiridh gan tuigsinn ma bhios èiginn ann; a bhith mar Cho-òrdanaiche Freagairt Èiginn mar as iomchaidh. | *Review and maintain the College Business*

*Continuity Plan, ensuring that clear processes are in place and understood by management in the event of an emergency; act as the Emergency Response Coordinator as required.*

Gabh uallach os làimh airson gèilleadh ri GDPR mar Rianadair GDPR na Colaiste, a' dearbhadh gu bheil riaghladh is gèilleadh iomchaidh ann an com-pàirteachas le Oifigear GDPR UHI is Neach-taic GDPR SMO. | *Be responsible for GDPR compliance as the College's GDPR Controller, ensuring appropriate management and compliance in liaison with the UHI GDPR Officer and SMO's GDPR Assistant.*

Dèan cinnteach gun tèid dèiligeadh ri iarrrtasan Saorsa Fiosrachaidh ann an deagh àm is gu h-iomchaidh an com-pàirteachas le Rùnaire a' Phrionnsapail. | *Ensure that Freedom of Information Requests are responded to in a timely and appropriate manner, in coordination with the PA to the Principal.*

Gabh uallach os làimh airson dearbhadh gu bheil a h-uile pròiseas gnìomhachais is co-dhùnaidh a rèir riathanasan GDPR is sàr mhodhan-obrach, is tu a' brosnachadh cultar èasgaidh, adhartach de ghèilleadh dìon dàta, a' stiùireadh luchd-obrach a rèir do chuid giùlan fhèin agus a' conaltradh ri luchd-obrach dìon dàta airson comhairle is stiùireadh far a bheil feum. | *Responsible for ensuring that all business processes and decision making are in line with GDPR requirements and good practice, promoting a proactive, positive culture of data protection compliance, leading staff by example and consulting data protection staff for advice and guidance where needed.*

#### DLEASTANASAN STIÙIREADH SREATHACH | LINE MANAGEMENT RESPONSIBILITIES

Stiùirich an Sgioba Ionmhais, a' Mhanaidseir Aoi gheachd, Ceannard Teicneolas Fiosrachaidh agus an Neach-taic GDPR | *Manage the Finance Team, Hospitality Manager, Head of IT and GDPR Assistant.*

#### **Sònrachadh Pearsa | Person specification**

	<b>Riathanach   Essential requirements</b>	<b>Nam buannachd   Desirable Requirements</b>
Teisteanasan is trèanadh proifeiseanta no leasachadh obrach   <i>Qualifications and professional or vocational training</i>	Cunntasair barantaichte CCAB no ionnan   <i>CCAB Qualified Accountant or equivalent</i>	Trèanadh solarachaidh   <i>Procurement training</i>
Eòlas is sgilean   <i>Knowledge and Skills</i>	Gàidhlig labhairteach fhileanta no deòin airson a h-ionnsachadh   <i>Spoken Gaelic, or a willingness to learn</i>  Stèidheachadh is ro-aithriseachd ionmhasail   <i>Budget setting and forecasting</i>	Eòlas math air dòighean maoinachaidh foghlam àrd-ìre / leantainneach ann an Alba   <i>Good working knowledge of HE / FE funding mechanisms in Scotland</i>  Eòlas air riathanasan GDPR is FOI   <i>Working knowledge of GDPR and FOI requirements</i>

	<p>Sàr sgilean stiùireadh is gèilleadh ionmhasail, fiosrachadh ionmhais làithreach is iomchaidh   <i>Strong financial management and compliance skills, ensuring accurate, up to date and relevant financial information</i></p> <p>Comas a bhith a’ sgrùdadh is a’ fuasgladh thrioblaidean, a’ sònrachadh fhuasglaidhean prataigeach is a’ cur leasachaidhean an sàs   <i>Ability to analyse and resolve problems, identifying practical solutions and process improvements.</i></p> <p>Sàr sgilean conaltraidh air cùisean ionmhasail, cunnartan is gèilleadh   <i>Excellent communication skills about financial matters, risk and compliance.</i></p> <p>Eòlas air làimhseachadh chunnartan is leantainneachd gnìomhachais   <i>Knowledge of risk management and business continuity.</i></p> <p>Eòlas air gèilleadh an lùib solarachadh san roinn phoblaich   <i>Knowledge of public sector procurement compliance</i></p>	<p>Eòlas air siostaman ionmhais Sage   <i>Knowledge of Sage finance systems</i></p>
<p>Eòlas-obrach   <i>Experience</i></p>	<p>5 bliadhna ann an dreuchd ionmhais àrd ann an ionad foghlaim no ionad coltach   <i>5 years in a senior financial management role in an educational establishment / not for profit or similar.</i></p> <p>Ceannardas is eòlas stiùireadh sgioba dearbhte   <i>Proven leadership and team management experience</i></p> <p>Eòlas air stiùireadh atharrachaidh is leasachadh buidhne   <i>Experience of change management and organisational development</i></p>	<p>Eòlas-obrach aig ìre Stiùiriche Ionmhais ann an ionadan foghlam leantainneach / àrd-ìre   <i>Experience of operating at Finance Director level within FE / HE institutions</i></p>

### **Fiosrachadh Cudromach Eile | *Additional Information:***

#### **Uairean-obrach | *Working hours***

35 uairean san t-seachdain | *35 hours per week.*

Tha ionad cùram-cloinne Ghàidhlig, Fàs Mòr, faisg air a' Cholaiste, agus tha sinn fosgailte a thaobh uairean sùbailte le poileasaidhean-obrach a tha freagarrach air teaghlaichean. | *There is a childcare centre near the campus and we welcome flexible family working.*

#### **Còir air Làithean-saora Bliadhna | *Annual Leave Entitlement***

35 làithean, a' toirt a-steach làithean-saora poblach (mu 10 dhiubh rin gabhail aig àm na Nollaig). | *35 days including public holidays (of which c.10 days to be taken at Christmas).*

#### **Sgilean Gàidhlig | *Gaelic language skills***

Tha Sabhal Mòr Ostaig làn taiceil a thaobh leasachadh na Gàidhlig agus gheibhear a h-uile cothrom do chuid chomasan cànan a leasachadh. | *Sabhal Mòr Ostaig fully supports Gaelic development and you will be given every available opportunity to develop your language ability.*

#### **Sgeama Peinnsein | *Pension scheme***

Tha sgeama peinnsein agus sgeama Bàs san Dreuchd (Death in Service) aig a' Cholaiste. | *The College has a staff pension scheme and offers a Death In Service scheme as part of that membership.*

#### **Disclosure Scotland**

Mus tèid d' fhastadh, bidh agad ri dhol tro sgrùdadh PVG agus thèid iarraidh air teisteanasan. | *All successful applicants will be subject to a Basic Disclosure check with Disclosure Scotland before joining the team and references will be sought.*