

## Scottish Children's Reporter Administration

### JOB DESCRIPTION

1. **JOB TITLE** Accountant

2. **JOB PURPOSE**

To manage SCRA's finance systems and provide professional accountancy support to the Finance Manager on financial policies and procedures to enable SCRA to make the most effective use of its resources.

3. **ORGANISATIONAL POSITION**

**Immediate Line Manager** Finance Manager

**Peers** Assistant Accountant  
Lead Finance Administrator  
Finance Administrator

**Management Responsibilities** None

4. **DIMENSIONS**

Revenue Budget of £24.3m and capital budget of £2.75m

5. **PRINCIPAL ACCOUNTABILITIES**

- Manage the Finance system including scheduling processes, setting up internal controls and overseeing the operation of key controls e.g. balance sheet account reconciliations
- Maintain monthly revenue and capital budget monitoring process and carry out analysis to produce draft reports to management and the Board
- Preparation of SCRA's statutory financial statements, ensuring correct disclosure and compliance with all relevant statutory rules (GAAP, Companies Act, Government Accounting)
- Support the revenue and capital budget-setting process
- Review the effectiveness of the Administration's financial policies, systems and procedures to ensure continuous improvement
- Liaise with Internal/External Auditors to provide relevant information and access to records
- Support the payroll function and liaise with HM Revenue and Customs as appropriate
- Maintain effective cash and banking systems to ensure effective cashflow management including robust cashflow forecasting

- Manage capital/asset accounting including appraisal, post appraisal and asset register maintenance, verification, depreciation and disposal of fixed assets
- Develop and maintain an effective and proactive working relationship between the Finance Team and allocated operational teams, working with support services colleagues to source and deliver appropriate solutions to meet business requirements
- Provide managers with sound advice and guidance on all aspects of Finance/Budgets, ensuring the implementation of Finance policies and procedures brings consistency of practice, fairness and equality in relation to budget management
- Support the Business Manager at Children's Hearings Scotland (CHS) in leading on budget-setting, budget management and preparing CHS's statutory financial statements.

## **6. QUALIFICATIONS, TRAINING, EXPERIENCE, KNOWLEDGE AND SKILLS.**

- Degree level education
- A recognised CCAB professional qualification or part-qualification with a 5 years' experience in a similar financial environment
- Highly computer literate and expert in the design and application of Excel spreadsheets
- Highly numerate
- Excellent oral and written communication skills
- Self-directed individual
- Ability to train and coach staff in finance systems
- Flexible and adaptable approach
- Teamworking skills

## **7. COMMUNICATIONS**

Internal: All employees of SCRA including senior management, all levels of reporters and support staff.

External: Scottish Government, HM Revenue and Customs, Internal Auditors and External Auditors, Children's Hearings Scotland.

## **8. PRINCIPAL CHALLENGE**

Technical decisions and judgements are made on a daily basis on all accountancy-related matters.

Development of financial systems and procedures.

Taking a lead role across a diverse range of financial services.