Recruitment Profile

Post number	12462
Position title	Senior Financial Analyst
Grade	9A
Department	Chief Executives
Location	Council Headquarters / Hybrid -(2-3 Days per month in office at Council HQ)
Salary/Rate of Pay	£45,153.19 - £48,766.68 per annum
Hours of work	35
Weeks per year	52.1428
Number of staff responsible for	3
Reports to post number	Principal Finance Officer
Registration requirements	None
Drivers Licence required	Category B
Contract status	Permanent
Contract end date	
Reason for temporary vacancy	
Disclosure status	None
Political restrictions	No
Role profile number	BS6S
Business World post status	Permanent
Work pattern	Monday - Friday - 7 hours per day. Flexible working hours may be available
Vacancy number	SBO09809
Closing date	24/04/2026

Role purpose

To provide technical specialist financial management services to one or more Departments to enable effective decision making, effective management of revenue and capital expenditure budgets and the achievement of operational objectives through the provision of sound financial management and administrative procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Establish and maintain effective working relationships with Directors, Heads of Service, managers and all appropriate stakeholders, securing an understanding of their departmental requirements.
2. Provide a positive sounding board and constructive challenge to managers, finding solutions where appropriate whilst giving more directive advice when necessary. Uphold the professional standards of the Finance function, act as ambassador for the service and support the corporate organisational priorities at all times. Feedback to the Finance Business Partners where Department and corporate issues are not aligned in order for these to be reviewed accordingly.
3. Manage the work and performance of Finance staff. Deliver to deadlines and monitor and report on performance.
4. Deliver a customer-focused, Finance service ensuring delivery of high standards of customer service and professional performance in line with service level agreements, local business needs and Council objectives.
5. Supervise the work of finance staff ensuring high standards of performance in line with performance indicators, appropriate regulations and Council objectives.
6. Work collaboratively with finance colleagues to develop, implement and streamline working practices in order to provide a seamless service for all customers and stakeholders.
7. Provide services to Directors, Heads of Service and managers which support their decision-making:

• Assess the financial implications of service policy and delivery proposals ensuring that these are reflected in business cases, service plans, revenue budgets, reports, etc.

• Identification of Departmental financial information requirements and liaison with shared service staff to Recruitment Profile ensure that these requirements are met.
• Ongoing technical and specialist financial advice and guidance to department(s) consistent with corporate practices and procedures.
8. Provide technical and specialist support to various Working Groups and projects as they arise.
9. Prepare 5 year Revenue Financial Plans including annual budgets.
• Provision of support and advice, validation of growths and savings, compilation of service budgets and reconciliation to the Financial Information System
• Management of the manpower budget process for the department(s)
• Management of all associated processing and reconciliations to support the preparation of the 5 year revenue budget
• Establish links from revenue budget to capital programme, service plans etc.
10. Undertake the revenue budget monitoring including :
• Provision of regular financial statements and formal and informal liaison with the relevant service staff in accordance with agreed protocols and procedures.
• Preparation of all associated reports, virements and reconciliations to support the revenue monitoring process.
• Liaison with Corporate Finance to ensure that reporting requirements of the department are met, using the full range of tools available.
• Support to and challenging of budget holders to ensure robust projections are provided.
11. Undertake the Final Accounts process :
• Manage the departmental ledger(s) to ensure financial information is accurate and up-to-date
• Clear balance sheet accounts, ensure all accruals etc are made, stock sheets completed and all other associated transactions are completed in accordance with timetables and processes.
• Complete service accounts and input to Financial Statements and grant and statistical returns
12. Provide a Financial Management and Administration service :
• Regularly validate subsidiary records and control account reconciliations to facilitate the accuracy and completeness of revenue accounts
• Liaise with department(s) on matters of routine financial administration and management.
13. Assist the Finance Business Partners with the design and delivery of training courses, workshops and user-friendly learning materials for increasing management skills, awareness, knowledge and competence in finance theory and practice across the Council.
14. Maintain strong working relationships with colleagues in the Finance Service and work collaboratively Recruitment Profile
in order to achieve effective cross-department support for client departments.
15. Ensure that all work and outputs comply with and promote equal opportunities and diversity. Ensure that equal opportunities data is collected, analysed and interpreted and make recommendations for any corrective action necessary
16. Research and prepare clear reports and papers for Committees etc. and present them as required on the areas within the postholder's remit and as otherwise required by the Finance Business Partner.
17. Ensure value for money and the effective use of resources.
18. Ensure the effective management of health, safety ad well-being of employees and anyone else affected by the work activities, through the implementation and compliance with health, safety and wellbeing policies, procedures and arrangements
19. Represent the Finance Business Partner in his/her absence, as required.

Person specification		
Criteria	**Essential**	**Desirable**

Education, qualifications and training	CCAB qualified accountant Applications will also be considered from candidates who have made substantial progress towards achieving the professional qualification or can demonstrate significant relevant workplace experience which would allow them to undertake this role successfully.	A current driving licence and use of a vehicle is an desirable requirement of this post. Broader management training or qualification.
Skills, knowledge and competences	The Council has identified the following essential core competencies for all Managers: • Leadership • Management of people • Financial management • Project management • Risk management • Knowledge of contract law • Good communications skills, both verbal and written, with the ability to influence decision makers. • In-depth knowledge of financial or management accounting systems, procedures, systems and practice • Strong technical skills in Finance. • A good understanding of the regulatory framework applicable to the preparation of statutory accounting statements. • Ability to work effectively with colleagues, to ensure the quality of work produced and to engage in their development. • Comprehensive understanding of the principles and practice of business planning, budget preparation and budgetary control. • Knowledge and understanding of key issues affecting the work of Services and the corporate body. • Understanding of the role of corporate financial systems and procedures. • Ability to identify, interpret, analyse complex financial information. • Ability to identify innovative and effective financial reporting solutions to support and assist decision making. • Coaching, mentoring and training skills. • Ability to work collaboratively with other professional colleagues whilst	also taking a leadership role as appropriate. • Strong interpersonal and relationship • Unquestionable personal and professional integrity • Customer-focused • Commitment to teamwork as a means of goal achievement

	also taking a leadership role as appropriate. • Strong interpersonal and relationship management skills and the ability to achieve results whilst maintaining constructive working relationships with senior managers and trade unions.	
Experience	Experience in a financial or management accounting or financial analyst role. • Working with operational managers to identify financial implications of policy or service delivery proposals. • Experienced in delivering customer-focussed Finance services • Experience of coaching managers • Preparation of operating budgets • Development and operation of budgetary control systems and preparation and presentation of budgetary control statements to management • Preparation, analysis and interpretation of complex financial information to aid operational mangers in effective decision making. Unquestionable personal and professional integrity • Customer-focused • Commitment to teamwork as a means of goal achievement	Experience gained in the public sector (preferably local government). • Experienced at working in a customer-focused environment with customer service values. • Delivering a service in line with a service specification, such as a service level agreement.
Other	Unquestionable personal and professional integrity • Customer-focused • Commitment to teamwork as a means of goal achievement	

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Recruitment Profile

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement
Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.
All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS
If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS
Essential

- Confirmation of Right to Work in the UK **- (All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - ***(PVG/Disclosure posts only)***
- References - ***(All posts***)
- Confirmation of qualifications required to meet the essential criteria on the person specification **- (All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

  OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

  OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS
Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure
These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

Recruitment Profile

PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process

After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2025 a Scottish Local Government Living Wage Rate of £13.06 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.06 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.