JOB PROFILE

Job Title: Executive Manager – Finance (Depute Section 95 Officer)

Post No: A06781

Job Purpose

As a member of the People and Resources directorate management team and the Council's extended Corporate Management Team, the Executive Manager – Finance will contribute to the delivery of the Council's strategic priorities, ensuring high-quality, sustainable and responsive services for the people of Shetland.

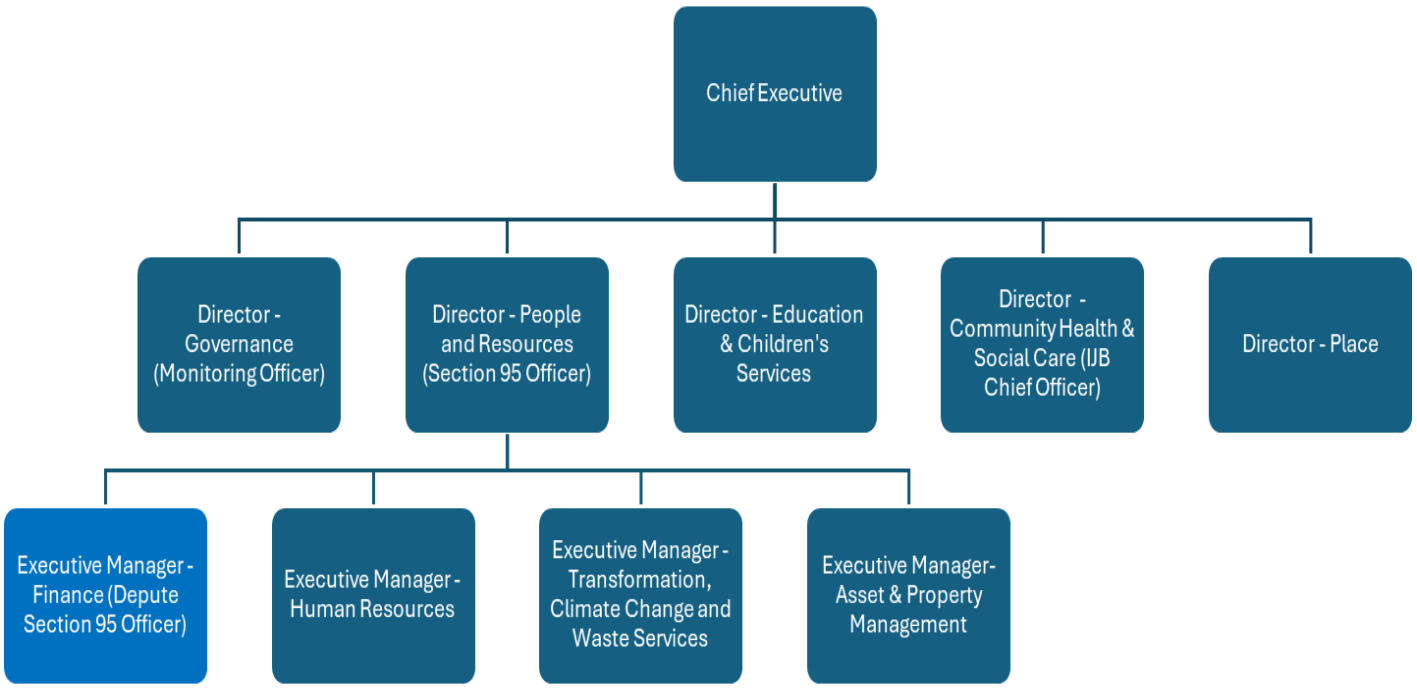
The Executive Manager will provide visible, values-led leadership, role modelling the Council's 'ways of working' and embedding a culture of accountability, collaboration, continuous improvement and responsible use of resources.

The Executive Manager will lead and manage the Council's Finance functions, including; formulation of budgets, financial accounting, preparation of statutory reports and accounts, asset investment, pensions and payroll, revenues and benefits.

Working closely with the Director – People and Resources, elected Members, partners and stakeholders, the Executive Manager will support a One Council approach, ensuring services are joined-up, efficient and focused on delivering the best possible outcomes for residents, communities and businesses.

Reports To

Director – People and Resources (Section 95 Officer)



Key External Contacts

- Professional bodies
- CIPFA
- Audit Scotland
- Community Planning Partners
- Service users, families, carers and the public
- Trade Unions
- MPs and MSPs
- Scottish Government

Key Accountabilities - Core

Strategic Leadership & Governance

- Support the Director and directorate management team in delivering strategic priorities and corporate objectives.

- Contribute to the development and delivery of Council strategies, plans and policies.
- Ensure effective governance, risk management and compliance with statutory obligations.
- Provide professional advice and guidance to the Director, Chief Executive and elected Members.
- Ensure services operate in accordance with Council policies, procedures and legislative requirements.
- Provide strategic leadership among external partners, community stakeholders etc.

Delivering Excellent Service

- Provide leadership to ensure services are high quality, responsive and focused on customer and community needs.
- Ensure service delivery contributes to Council priorities and Best Value.
- Lead service improvement, innovation and redesign to improve outcomes and efficiency.
- Establish effective performance management arrangements and promote continuous improvement.
- Ensure robust systems are in place for monitoring, evaluating and reporting service performance.

Taking the Lead

- Provide clear leadership and direction to managers and employees across the service.
- Empower and support employees to deliver high-quality services and outcomes.
- Promote a positive, inclusive and high-performing culture.
- Address performance issues constructively and in a timely manner.
- Consistently role model the Council's values and behaviours.

Taking Personal Responsibility

- Demonstrate accountability for service performance, outcomes and decision-making.
- Act with integrity, professionalism and sound judgement.
- Take responsibility for addressing issues, risks and service challenges.
- Promote a culture of learning, reflection and continuous improvement.
- Keep up to date with relevant developments in professional standards and practices and apply them to improve service delivery.

Working Well Together

- Foster strong and collaborative relationships across services, partners and communities.
- Promote a One Council approach and support joined-up working.
- Encourage constructive challenge, innovation and shared problem-solving.
- Support the early resolution of issues and conflicts, including the use of mediation where appropriate.

Communication & Partnerships

- Build and maintain effective relationships with businesses, partner organisations, contractors, funding bodies and local stakeholders.
- Represent the Council at local, regional and national forums.
- Provide seminars, briefings or reports to Elected Members and senior leaders.
- Communicate clearly and effectively with stakeholders, staff and communities.
- Promote collaborative approaches to service development and delivery.

Embracing Change and Improvement

- Identify, lead and support service transformation and improvement initiatives.
- Encourage innovation and new approaches to service delivery.
- Engage employees and stakeholders in shaping and implementing change.
- Anticipate and manage barriers to change.
- Evaluate the impact of improvement activity and ensure lessons are learned.

Using Resources Responsibly

- Ensure effective planning and management of budgets, employees and assets.
- Maintain strong financial control and accountability.
- Deliver value for money and identify opportunities for efficiency.
- Ensure compliance with procurement, financial and governance requirements.
- Use data and insight to inform decision-making and service improvement.
- Maximise external funding opportunities to support Council priorities.

Managing and Developing People

- Ensure effective workforce planning and capacity management.
- Actively role model and embed the Council's behavioural competencies.

- Create a positive and inclusive working environment.
- Support learning, development and succession planning.
- Enable high performance through clear expectations, support and accountability.
- Undertake performance reviews for direct reports and ensure performance management arrangements are implemented across the service.

Other Duties

- Lead and contribute to corporate projects and initiatives as directed by the Director.
- Provide support to the Director in relation to issues arising within the service area.
- Maintain awareness of the political landscape and stakeholder priorities.
- Undertake other duties appropriate to the level and responsibilities of the post.

Key Accountabilities – Role Specific

- Lead the development and delivery of the Finance Service service plan.
- Fulfil the statutory role of Depute Section 95 Officer (Local Government (Scotland) Act 1973) for the financial affairs of the Council.
- Provide sound strategic financial guidance to Elected Members, Chief Executive, Directors and Managers.
- Ensure that the budgetary provisions in the Standing Orders and Financial Regulations are adhered to; maintain high quality professional accountancy and reporting standards.
- Lead any ongoing reviews of financial governance and the development of a Financial Planning Framework.
- Lead the implementation of financial strategies and policies to ensure the maintenance of strong financial management underpinned by strong financial governance.
- Prepare and publish statutory and other reports and accounts within statutory deadlines.
- Lead the preparation and provision of information to external auditors/inspectorates as required.
- Lead the provision of professional support to directors and managers in the setting, management and monitoring of budgets.
- Ensure that managers throughout the Council are complying with the financial planning and monitoring strategy.
- Ensure effective operation of payroll, pensions, treasury, arrears and miscellaneous income, cash receipting, rents, payments, council tax and housing benefits.
- Lead the review and development of financial management information systems and determine the scope for improved integration with other Council systems to provide enhanced management information.
- Act as Lead Financial Advisor for the Pension Committee and ensure compliance with relevant legislation and regulations.
- Lead the Council’s treasury management function and borrowing strategy.

- Represent as necessary, the interests and views of the Council to COSLA, the Scottish Government and other relevant external bodies.
- Ensure the provision of the finance function for ZetTrans and other associated bodies.

PERSON SPECIFICATION

Post Title: Executive Manager – Finance (Depute Section 95 Officer)

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This person specification describes the attributes and values of a suitable candidate for our role. Through the recruitment and selection process, we shall be looking for evidence that you possess the essential attributes and understand, share and can demonstrate our values.

Our Values

In Shetland Islands Council, **excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.

2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.

3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

Please also refer to **A Practical Guide to Our Ways of Working** which is attached and provides more information on Shetland Islands Council's competencies.

For more detailed information on the Council's values, please visit the Shetland Islands Council's website and search for 'Our Values'.

Post specific attributes:

	ESSENTIAL	**DESIRABLE**
Personal Features / Qualities	Proven leadership and ability to promote a high-performance culture Ability to foster strong collaboration with services, partners stakeholders and communities A strategic thinker, open to innovation and new approaches to service delivery	A good ambassador for Shetland

	Drive, vision, energy and initiative with the ability to lead and motivate others	
	Integrity, professionalism and sound judgement	
	Ability to work under pressure and deliver priorities	
	Ability to comply with the IFAC Code of Ethics for Professional Accountants and to consistently apply corporate standards	
Relevant Experience	Significant experience in a management role	Experience of working in a political environment
	Track record of service improvement and change management	Provision of financial advice on a regular basis to elected Members
	Responsibility for a broad finance portfolio	
	Proven achievements in managing Corporate finance activities and of implementing sound financial planning frameworks	
	Experience in delivering strategic objectives across a range of service areas	
	Practical experience of planning and managing complex financial budgets and other resources	
Education	Possession of a Degree in a relevant discipline	Management qualification
	Membership of an accounting body recognised by the International Federation of Accountants (IFAC), qualified through examination	

Skills, Abilities and Knowledge	Ability to ensure effective governance, risk management and compliance with statutory obligations	Knowledge of relevant quality management systems
	Ability to promote a One Council approach and support joined up working	Demonstrates knowledge and awareness of Shetland's economy, circumstances and future
	Demonstrates knowledge of best practice in implementing Best Value, including performance management, service planning, business case development, etc	Understanding of the Scottish Government methodology for distribution of grant and financial resources to local government
	Knowledge of the principles of project management	Ability to mentor/coach staff in achieving a financial qualification
	Excellent communication and negotiation skills, with the ability to relate to a range of audiences	
	Knowledge of local and national developments, relevant legislation and industry best practice	
	Ability to effectively manage budgets and resources and maintain strong financial control	
	Skills to carry out service workforce planning and capability management	
	Ability to travel throughout Shetland at short notice and where public transport is limited	

Additional Information

Politically Restricted Post This post is designated under the terms of the Local Democracy, Economic Development and Construction Act 2009, and the postholder is restricted as to the undertaking of political activity.

Allowances: Distant Islands Allowance
Evaluated Grade: Q
Date of Evaluation: 12/10/2026
Category: Leadership
PVG Membership: n/a
Register of Employee Interests Requirements: Completed Annually
Disclosure Check: Level 2
Pre-Employment Medical Questionnaire: No
Date of Last Amendment: 15/10/2026