



Highlands and Islands Enterprise
Iomairt na Gàidhealtachd 's nan Eilean

Job description and person specification

Job title	Head of Finance
Reporting to	Director of Corporate Services
Direct Reports	<ul style="list-style-type: none">• Head of Financial Management• Head of Financial Services <p>There are currently a total of 14 employees within the HIE finance team who will also provide support and work collaboratively with the Head of Finance to deliver on the key objectives of the role</p>
Grade	Executive 1
Duration	Permanent
Location	Inverness preferred. Other HIE office locations across the Highlands and Islands will be considered/hybrid working.
Hybrid working	Whilst the preferred base for the role is Inverness, and there will be a requirement to attend the office, we have a flexible approach to working and can consider hybrid working for applicants based at any HIE office location within the Highlands and Islands.

Organisational overview

We're Highlands and Islands Enterprise, the Scottish Government's economic and community development agency for a region covering more than half of Scotland, including more than 90 inhabited islands. We work with communities, enterprises, and stakeholders to unlock our region's potential for growth and progress, while driving fair work and net zero practices. Our purpose is to build and sustain a greener, fairer and more resilient region that benefits everyone. We offer support and investment to a wide range of projects that deliver on our priorities, which include a growing workforce, increased productivity, innovation and wages, and a just transition to net zero.

Position overview

This is a senior role in HIE working closely with the Director of Corporate Services and HIE's Leadership Team.

You will be responsible for the overall effective management and delivery of HIE's financial resourcing and budgets. You will lead the HIE Finance Team in both our Inverness and Benbecula offices.

You will provide cultural leadership, internally and externally, and ensure financial services activity is aligned to support HIE's strategic and operational delivery.

You will also be responsible for financial reporting to internal and external stakeholders including a lead role in the delivery of HIE's annual report and accounts.

A key part of the role will be to deliver best value and efficiencies, working with senior management and leading on options to deliver both cost savings and benefits from strategies to increase income and deliver enhanced value. This may include innovative approaches in conjunction with other partners in the private and public sector.

In the role of Head of Finance, you will bring fresh thinking to the finance function and make a positive contribution to HIE's continuous development as a progressive organisation where staff are empowered to use their full potential to benefit Scotland's economy. This is in line with our people values.

Key responsibilities of the role

- Have a lead role in budget discussions and negotiations and on HIE's budget and financial planning model ensuring alignment with HIE strategic priorities.
- In conjunction with the Senior Leadership Team, actively manage HIE's financial outturn to ensure that expenditure, income and efficiency targets are set and regularly monitored across the organisation and the necessary adjustments are identified and implemented.
- Ensure HIE's financial management arrangements are underpinned by best practice governance, processes and internal controls.
- Ensure timely and accurate preparation and sign off, of HIE's annual accounts ensuring the annual report and accounts reflects HIE's communication and transparency approach.
- Provision of management reports and information to the HIE Board, Leadership Team, senior management and key external stakeholders.
- Work with key stakeholders across the organisation to provide a lead role in financial planning, in year and for future strategies to ensure that financial considerations are fully considered in all policy making decisions.

- Provide financial expertise and guidance and take a pro-active approach on key strategic projects as appropriate – for example joint ventures, equity, other income opportunities etc., contributing to innovative solutions.
- Promote a positive reputation for HIE with the Scottish Government sponsor team on all matters relating to budgetary control.
- Ensure all HIE’s financial procedures and processes are compliant with current regulations including relevant accounting standards.
- Develop and maintain collaborative working relationships with key external stakeholders including other agencies, partners, suppliers, Audit Scotland and Scottish Government.
- Effective leadership and management of the wider finance team, which includes our Benbecula office team, ensuring high standards of proactive customer service and effective team working across the organisation.
- To play a lead role in ensuring that the highest standards of corporate governance underpin all HIE activities.

Key corporate responsibilities

- Promote a climate of accountability, openness, collaboration and innovation.
- Ensure compliance with all aspects of HIE governance, including risk management, handling conflicts of interest, and ensuring HIE’s audit and compliance requirements are met.
- Ensure optimum use of internal management systems.
- Take responsibility for own learning and development, keep continuous professional development (CPD) records up to date.

For developmental or operational reasons this role may occasionally contain some elements of work that are either more or less demanding than described above.

Salary and benefits

We aim to appoint at the minimum end of the salary scale to allow progression throughout the grade range.

This post comes with a competitive benefits package including excellent contributory staff pension arrangements, life assurance, generous annual and special leave entitlements, flexible working, continuing professional development and a variety of staff benefits, e.g., employee assistance programme, employer supported volunteering, cycle to work scheme, health and wellbeing club membership subsidy and other staff discounts.

Aspiring to make a difference

HIE is an outward-looking, forward thinking, customer-focused organisation whose staff are empowered to use all their talents, skills, and knowledge.

For almost 60 years HIE's activities have been characterised by a drive to innovate and make a difference and our staff identify very strongly with this. The strength of HIE's culture is evidenced by a committed workforce passionate about building a prosperous, inclusive, and sustainable region attracting more people to live, work, study, invest and visit.

HIE's organisational values:

- We are passionate about our purpose and proud to make a difference to the region we serve
- We are outward-looking and think long-term
- We are customer-focused
- We work together and learn from each other
- We are committed to excellence and innovation
- We encourage diversity and respect each other
- We network and collaborate - inside and out
- We listen and communicate clearly

Our commitment to equality, diversity, and inclusion

We are committed to recruiting, promoting, and developing our people solely on the basis of their ability to contribute to HIE's objectives, without regard to their sex, race, disability, religion, national origin, ethnicity, sexual orientation, age, or marital status.

HIE employs staff in locations across the region, encourages flexible working and seeks to employ people with different ideas, styles, and skill sets, each able to contribute in unique ways. This diversity engenders a richer, more creative environment – one in which our people develop, and clients are better served.

This diversity and the sharing of knowledge, skills, and experience make us a stronger organisation. These are qualities we value and continue to enhance which are in line with our people values.

As a public sector employer, HIE has a key focus on the wider social inclusion agenda. HIE is accredited as a Real Living Wage employer and supports a number of national initiatives ranging from; demonstrating commitment to the Social Impact Pledge, encouraging volunteering, engaging in the Digital Public Services agenda, meeting the Investors in People standard, developing the young workforce, adopting fair work principles as well as being recognised nationally as an award-winning family friendly employer by Family Friendly Working Scotland, Carers Scotland, and Working Families UK.

HIE has equal respect for Gaelic and English. We welcome any communication in Gaelic. We will respond to Gaelic communication just as quickly as we respond in English.

Tha spèis cho-ionannachd aig HIE airson na Gàidhlig agus na Beurla. Tha sinn a' cur fàilte air conaltradh sam bith anns a' Ghàidhlig. Freagarraidh sinn conaltradh sa Ghàidhlig ceart cho luath 's a fhreagras sinn sa Bheurla.

KEY CRITERIA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Professional accountancy qualification 	<ul style="list-style-type: none"> MBA or leadership/management qualification
Work experience	<ul style="list-style-type: none"> Proven effectiveness in operating at a senior level managing financial budgets and experience in business development and people management Experience of working in an environment with high levels of governance and accountability A proven track record of effectively managing financial resources, budget preparation, setting and monitoring and financial forecasting Proven experience of preparation and presenting financial and management accounts, reports and data An up-to-date knowledge of relevant financial legislation, accounting conventions and best practice Experience of interpreting financial accounting standards and preparing annual accounts Working knowledge of internal controls Experience of report writing and presentation of complex issues Proven track record of operating and providing advice on complex issues 	<ul style="list-style-type: none"> Working knowledge of Scottish Public Finance Manual and of relevant treasury and government accounting requirements In-depth knowledge of the Highlands and Islands area and economy
Skills and abilities	<ul style="list-style-type: none"> Proven effectiveness in leadership/people management skills, negotiating and influencing skills, financial and budget management and control, contract 	<ul style="list-style-type: none"> Gaelic language skills (speaking, reading, or writing) Carbon literacy/willingness to learn about carbon literacy

	<p>management, problem solving and creativity, change management skills</p> <ul style="list-style-type: none"> • Project management • Excellent reporting writing, analytical and presentation skills • Ability to work under pressure and to tight deadlines • Ability to be flexible and to adjust to changing priorities • Financial appraisal skills • Good IT competency and working knowledge of MS Office systems • Strong interpersonal and communication skills, confident and able to adapt approach to stakeholders/audiences applying different communication approaches – written, presentations etc. • Organisational and prioritisation skills with ability to work across several activities/projects at one time and to respond to ever-changing priorities • Ability to work on own initiative and as a team player • A strong sense of business ethics and personal integrity 	
<p>Job circumstances</p>	<ul style="list-style-type: none"> • Ability to travel as operationally required using public/own transport • Willingness to occasionally work non-standard hours 	