



**Community Justice Scotland**  
Ceartas Coimhearsnachd Alba

Head of Finance Recruitment Pack

August 2019



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## 1. Overview

Community Justice Scotland (CJS) is a non-departmental public body NDPB), enabled in legislation following the passage of the Community Justice (Scotland) Act 2016. Our people are driven by a commitment to our values and to making Scotland the world leader in smart justice. Community Justice Scotland is accountable to Parliament and the public through Scottish Ministers. It's governance, strategy and direction is the responsibility of the CJS Board which is appointed by Scottish Ministers.

In this role, you will have the opportunity to use your existing finance skills, develop a wider knowledge of Community Justice Scotland and Scottish Government and gain an insight into how our work supports community justice services, initiatives, and policy throughout Scotland.

This would be a good opportunity for someone with a public finance background to expand their experience. You will be part of the Senior Management Team which reports through the Chief Executive to the Board. You will use your strategic planning skills to support managers with their devolved budgets, having oversight of total budget and contributing to the wider strategic direction and development of the organisation. You will play a key role in the writing of business cases, forecasting and strategic planning.

## 2. Main Duties

Responsibility for CJS management and financial accounts. Produce timely and accurate financial information for use in management reporting, consolidation and external publications, including CJS Annual Report and Financial Statements.

Ensure compliance with relevant accounting and financial regulations, including the Scottish Public Finance Manual (SPFM), specific regulations and accounting standards.

Support robust financial reporting and financial management for all Community Justice Scotland activities by:

- Managing financial reporting timetables
- Applying robust financial accounting procedures and controls
- Ensuring that financial information on SEAS(Oracle) is accurate and supported by robust evidence
- Performing adequate analytical procedures to ensure the accuracy of financial information



- Making best use of SEAS functionality to support financial reporting
- Co-ordinating financial reporting returns to Scottish Government.

Develop and maintain appropriate financial processes and controls and ensure that appropriate guidance is provided to support them.

Supporting the Accountable Officer (Chief Executive) in statutory reporting, budgeting and annual audit. Provide financial advice and guidance to the Senior Management Team and the Board and contributing to the strategic planning of the organisation.

To provide regular financial updates to the Board. Write and present business cases.

### **3. Other Duties**

- Build strong working relationships with Scottish Government Sponsorship and Finance colleagues.
- Ensuring effective financial management of CJS projects.
- Involvement in the development of business cases for additional funding.
- Lead the process for conducting financial evaluations of bidders for Community Justice Scotland procurements.
- Interpret Financial Reporting Standards and develop the financial reporting function.
- Support other finance project work as required.
- Liaise with our Internal and External Auditors.

### **4. Essential Criteria**

- Hold a recognised accountancy qualification – ICAS, ACCA, CIMA etc
- Strong accountancy background.
- Relevant experience of financial accounting and a sound knowledge of accounting standards.
- Experience of public sector finance.
- Advanced IT skills, in particular the use of MS Excel and Word.
- Robust understanding of financial controls.
- Good communication skills, with the ability to work with staff across all grades.
- Self-motivated, able to work without supervision and prioritise workloads to meet deadlines.
- Problem solving capabilities.
- Attention to detail and data integrity.
- Experience of presenting data to key stakeholders.



- Strong written and presentation skills

#### **5. Desirable criteria**

- Experience of using Scottish Government reporting and budgeting systems such as; SEAS (Oracle).
- Previous experience of commissioning and/or procurement.

#### **6. Competencies**

- Financial Management.
- Analysis & Use of Evidence.
- Strategic thinking.
- Communication.





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