

Stiùiriche an Ionmhais



Fios mun Dreuchd

www.smo.uhi.ac.uk

A charaid/A bhanacharaid

Tha sinn fìor thoilichte gu bheil sibh air ùidh a nochdadh ann an dreuchd Stiùiriche an Ionmhais.

'S e dreuchd air leth cudromach a tha seo, a bhith aig stiùir ionmhas na Colaiste. Aig ìre Stiùiriche, bidh thu an sàs aig ìre ro-innleachdail, a' cur ri leasachaidh an t-Sabhail agus a' breithneachadh air suidheachaidhean agus co-dhùnaidhean a dh'fhaodadh a bhith ùr-ghnàthach, buadhmhor agus aig amannan dùbhlanaich. Tha sinn a' sireadh neach a ghabhas ris na cothroman agus na dùbhlanaich seo a tha làn spionnadh agus misneachd a dhol an sàs. Mar Ionad Nàiseanta Cànan is Cultar na Gàidhlig, tha e cudromach dhuinn gun gabh sgioba-obrach proifeiseanta a thogail aig a' Cholaiste agus mar sin bhiodh sinn an dòchas neach le Gàidhlig fhastadh. Tha sinn a' tuigsinn, ge-tà, le na feumalachdan sònraichte a thaobh sgilean is teisteanasan ionmhais airson dreuchd mar seo, nach bi sin daonnan comasach agus tha sinn làn thaiceil na cothrom-ionnsachaidh a thabhann dhan neach iomchaidh

Gheibh sibh an lùib seo fiosrachadh nas doimhne a thaobh tuairisgeul na h-obrach agus na seòrsa sgilean a tha a' freagairt air an dreuchd fharsaing, chudromach seo. Tha mi an dòchas gum bi sibh airson ur n-iarrais a thoirt air adhart chun na h-ath ìre. Ma tha ceistean sam bith agaibh no ma tha am barrachd fiosrachaidh a dhith oirbh faodar fònadh thugam aig àm sam bith.

We are delighted that you have expressed an interest in the role of Director of Finance.

This is a very important role, running the College's finances. As a Director, you will be involved at a strategic level, contributing to the development of Sabhal Mòr Ostaig and assessing situations and making decisions that may be innovative, influential and at times challenging. We are looking for someone who can embrace these opportunities and challenges with energy and with confidence. As the National Centre for Gaelic Language and Culture, it is important to us that a professional workforce can be developed and maintained here at the College so we would hope to employ a Gaelic speaker. However, we also recognise that with the specific financial skills and qualifications required for such a post, this will not always be possible and we are fully committed to supporting the right candidate to achieve working fluency.

This document will provide in-depth information on the job description and the type of skills appropriate to this broad and important role. I hope you will take your application to the next level. If you have any questions or need more information you can call me at any time.

Le deagh dùrachdan



Stiùiriche Corporra | Director of Corporate Affairs
01471 888 301 nnt.smo@uhi.ac.uk

Tha co-ionannachd chothroman aig cridhe Shabhal Mòr Ostaig

Tìotal-obrach Job Title:	Stiùiriche an Ionmhais (Làn-ùine) - Director of Finance (Full-time)
Roinn Department:	Ionmhas - Finance
An urra ri Reporting to:	Prionnsapal - Principal
Uallach airson Responsible for:	College Accountant, HR and Finance Officer, Finance Assistant, Hospitality Manager
Tuarastal Salary:	c. £50,000
Àite-obrach Primary Place of Work:	Sabhal Mòr Ostaig (during Covid, non-student facing staff are able to work from home)

Uallaichean | Responsibilities

- Taic a thoirt don Phrionnsapal agus don Bhuidhinn Ghnìomh tro bhith a' libhrigeadh siostaman ionmhais agus taic den chàileachd as àirde gus planaichean ro-innleachdail na Colaiste a choileanadh
- *To support the Principal and Executive Team through the delivery of the highest quality financial systems and support in order to achieve the College's strategic plans*
- Dòigh-obrach for-ghnìomhach a ghabhail ann a bhith a' dùileachadh feumalachdan fiosrachaidh na Colaiste ann a bhith a' toirt taic le bhith a' dèanamh cho-dhùnidhean aig gach ìre anns na buidhnean agus a' toirt aithisgean tric agus ceart don Bhuidhinn Ghnìomh, do Bhuidhinn Stiùiridh na Colaiste agus dhan Bhòrd Stiùiridh.
- *To take a proactive approach in anticipating the College's information needs in supporting decision making at all levels in the organisations and to produce timely and accurate reports for the Executive Team, the College Management Team and the Board of Directors*
- Gus dèanamh cinnteach gu bheil siostaman ionmhais is ionmhas na Colaiste a bhios a' toirt taic do ghnìomhachas na Colaiste air an riaghladh gu h-èifeachdach agus gu h-iomchaidh (a' gabhail a-steach stiùireadh cunnairt) chun na h-ìrean as àirde de ionracas agus a' coinneachadh ri inbhean cunbhalach is sgrùdaidh; agus gu bheil ro-innleachd ionmhais na Colaiste a rèir rùn a' Bhùird.
- *To ensure the College's finance and financial systems that support the business of the College are effectively and efficiently managed (including risk managed) to the highest*

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standards of probity and meet all regular and audit standards; and the College's financial strategy is consistent with the Board's intent.

- *Tuigse shoilleir a chumail air a' mhodh mhaoineachaidh agus a' bhuidhe a th' aige air a' Cholaiste, agus comhairle agus stiùireadh for-ghnìomhach, soilleir ro-innleachdail agus gnìomhach a thoirt do mhanaidsearan agus luchd-obrach.*
- *To maintain a clear understanding of the funding methodology and its implications for the College, and provide proactive, clear strategic and operational advice and guidance to managers and staff.*
- *Gus dèanamh cinnteach gu bheil teachd-a-steach na Colaiste air a mheudachadh le bhith a' sgrùdadh chothroman airson tagraidhean agus a bhith a' leantainn air adhart gu bhith a' cur a-steach thairgsean agus a' cumail sùil air na h-aithisgean riatanach.*
- *To ensure the College's income is maximised through exploring opportunities for bids and to lead on submitting tenders and oversee the necessary reports.*
- *Uallach a ghabhail airson do leasachadh proifeasanta fhèin ann an co-chomhairle ris a' Phrionnsapal, agus a bhith for-ghnìomhach agus deònach na sgilean agad fhèin a leasachadh a-rèir na tha ri fhaighinn de ghoireasan agus riatanasan obrach / eagrachaidh.*
- *To take responsibility for own professional development in consultation with the Principal, and to be proactive and willing to invest in your own development subject to the availability of resources and job/organisational requirements.*

Prìomh dhleastanasan | Main Duties

- *Ullaich buidseatan bliadhnail | Prepare annual budgets*
- *Cuidich le Aonta Toraidhean Bliadhnail na Colaiste le Comhairle Maoineachaidh na h-Alba | Assist with the College's Annual Outcome Agreement with the Scottish Funding Council*
- *Cuir a-steach gach toradh èigneachail gu Comhairle Maoineachaidh na h-Alba agus gu OGE mar a dh'fheumar | Submit all mandatory returns to the Scottish Funding Council and to UHI as required*
- *Ullaich agus stiùirich Clàr Cunnairt na Colaiste | Prepare and manage the College's Risk Register*
- *Sgrùdadh agus Dearbhadh | Audit and Assurance*

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- Stiùirich an Sgioba Ionmhais agus Manaidsear Aoigheachd | *Manage the Finance Team and Hospitality Manager*
- Thoir taic do na Manaidsearan uile a thaobh: buidseatan, tabhartasan agus ceistean iomchaidh | *Provide support to all Managers re: budgets, grants, and relevant queries*

Fiosrachadh a bharrachd | Additional Information:

<p>Ag aithris gu cunbhalach ri Regularly reporting to:</p> <p>Buidheann Gnìomh <i>Executive Team</i> Buidheann Stiùiridh <i>College Management Team</i> Bòrd Stiùiridh <i>Board of Directors</i> Comataidh Sgrùdaidh <i>Audit Committee</i> Comataidh Ionmhas is Oighreachdan <i>Finance and Estates Committee</i> Buidheann Maoineachaidh an t-Sabhail <i>SMO Funding Group</i></p>	<p>Prìomh Dàimhean Taobh a-muigh Key External Relationships:</p> <p>Stiùiriche Ionmhais OGE <i>Finance Directors within the UHI partnership</i> Luchd-sgrùdaidh <i>Auditors (External and Internal)</i> Manaidsear Cunntais, IGE <i>Account manager, HIE</i> Manaidsear an Aonta Thoraidh, CMA <i>Outcome Agreement manager SFC</i> Oifigearan APUC <i>APUC Officers</i></p>
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Dàimhean-obrach s Cholaiste | Key Internal Relationships

Mar bhall de Bhuidhinn Gnìomh na Colaiste, bidh dàimhean obrach dlùth agad le Stiùirichean agus Ceannardan Roinne.
As a member of the College's Executive Team, you will have close working relationships with the Directors and Heads of Department.

Mar Stiùiriche Ionmhais, bithear a' sùileachadh gum bi thu ag obair gu dlùth le Manaidsearan cuideachd gus dèanamh cinnteach à smachdan buidseit, trèanadh agus siostaman agus gun tèid cumail riutha.
As Finance Director, you will be expected to liaise closely with Managers too to ensure budgetary controls, training and systems are in place and being adhered to.

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Uallach airson <i>Responsible for</i>	Aonta a dhìth <i>Approval required</i>	Comhairle mu <i>Consulted on</i>	Fios mu <i>Informed about</i>
Providing sound strategic and financial support and advice to the Principal and Executive Team	College development plans	National Bargaining and other national developments which impact pay and conditions.	Changes to student accommodation rates.
Audits	Regular reporting -to SFC and UHI	Reports and applications for funding	Pension changes
Annual Budget and departmental budgets and training	Student number planning, target setting and UHI funding mechanisms	Departmental Self-evaluation	Changes to salaries (individual uplifts)
Annual accounts	Pay Uplifts	Grant applications	Other changes which affect income/expenditure
Risk Register	Operational Planning	Outcome agreement and Strategic Planning	
Auditor Contracts	SFC Financial Memorandum	Project developments	Staffing changes
Internal Auditor Contracts	Capital Plans	HESA staff returns	Changes that have an impact on project finances (Tobar an Dualchais, Faclair na Gàidhlig etc.)
Representing SMO on the SMO Funding Group	Normal expenditure	Applications for research funding	

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Annual audit report to the SFC	Setting academic fees (Scotland, RUK, Overseas)	Changes to accommodation and catering costs	
Managing the finance team of 3 and the Hospitality Manager		Commercial opportunities for the College	
APUC contracts			
College pension scheme			

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	Riathanach Essential	Feumail Desirable
Teisteanasan Qualifications	Teisteanas ceangailte ri ionmhas no cunntasachd <i>Financial qualification (CA or equivalent)</i>	Ceum oilthigh <i>Degree</i>
Eòlas Experience	<p>Eòlas air a bhith ag obair ann an roinn ionmhais is/no planaigh ann am buidheann mòr prìobhaideach no poblach <i>Experience of working in the finance and / or planning sector of a large private or public body</i></p> <p>Eòlas air planadh roi-innleachdail agus aig ìre gnìomh <i>Knowledge of strategic and operational planning</i></p> <p>Eòlas air stiùireadh luchd-obrach agus a' tabhann sheirbheisean chorporra <i>Knowledge of managing staff and providing corporate services</i></p>	<p>Eòlas air obair aig àrd ìre ann am buidheann Foghlam Àrd-ìre <i>Experience of working in a higher education organisation</i></p> <p>Eòlas air planadh roi-innleachdail ann am buidhnean mòr na meadhanach mòr <i>Knowledge of strategic planning in large to medium sized organizations</i></p> <p>Eòlas air a bhith ag obair ann an suidheachadh sgapte mar a tha OGE <i>Experience of working in a dispersed setting such as UHI</i></p> <p>Ag obair mu choinneamh PIs <i>Working against PIs</i></p> <p>Eòlas air stiùireadh maoinachadh Eòrpach <i>Experience of European funding management</i></p>
Comasan Sgilean Knowledge and Skills	<p>Fileantachd sa Ghàidhlig gach cuid labhairt, leughadh agus sgrìobhadh <i>Fluency in Gaelic both speaking, reading and writing</i></p> <p>Comas giullachd agus modhan-obrachaidh a mhion-sgrùdadh, beachdachadh gu cruthachail, gu roi-innleachdail agus gu pragmatach agus beachd-smuaintean ùra a thoirt gu buil gu h-èifeachdach <i>Ability to analyse processing and processes, think creatively, strategically and pragmatically and bring new ideas to fruition effectively</i></p> <p>Comas obair a phlanaigeadh, prìomhachas a shònrachadh agus gnìomhan a riarachadh air luchd-obrach eile <i>Ability to plan work, prioritise and assign tasks to other staff</i></p>	<p>Eòlas air cùisean riaghlaidh chorporra <i>Knowledge of corporate governance issues</i></p> <p>Eòlas air stiùireadh chunnairt <i>Knowledge of risk management</i></p> <p>Eòlas air a' Ghàidhealtachd agus na h-Eileanan, roinn Foghlam Àrd-ìre agus structar OGE nam Mìle Bliadhna <i>Knowledge of the Highlands and Islands, the Higher Education sector and the structure of UHI Millennium Institute</i></p>

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	<p>Eòlas air siostaman is modhan-obrach a thaobh planadh Ro-innleachdail agus gnìomhachais <i>Knowledge of Strategic and business planning systems and procedures</i></p> <p>Fìor eòlas air siostaman coimpiutaireachd a thaobh ionmhais agus stòran-data agus duilleagan-clèithe msaa <i>Demonstrated knowledge of computer systems financially</i></p>	
<p>Comasan Pearsanta Personal Attributes</p>	<p>Sàr sgilean conaltraidh agus eadar-phearsanta <i>Excellent communication and interpersonal skills</i></p> <p>Comas obrachadh leibh fhèin <i>Ability to work independently</i></p> <p>Comas obrachadh ann an sgioba <i>Ability to work in a team</i></p>	<p>Comasan beachdan iomadh-fhillte agus iomadh proiseas teicnigeach a chumail sa Ghàidhlig <i>Ability to convey complex ideas and a variety of technical processes in Gaelic</i></p>
<p>Eile Others</p>	<p>Deòin a bhith siubhal <i>Willingness to travel</i></p> <p>Deòin ur sgilean a leasachadh aig ìre phroifeasanta mar a chithear iomchaidh <i>Be willing to develop your skills at a professional level as deemed appropriate</i></p> <p>Deòin Sabhal Mòr Ostaig a riochdachadh ann an iomadh suidheachadh agus còmhla ri buidhnean aig a bheil ùidh/ceangail ris a' Cholaiste <i>Willingness to represent Sabhal Mòr Ostaig in a variety of contexts and with organisations that have an interest / connection with the College</i></p>	<p>Cead draibhidh <i>Driving licence</i></p>

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Fiosrachadh Cudromach Eile | Additional Information:

- 'S e 35 uair san t-seachdain a tha stèidhichte airson obair làn-ùine | *This role is being offered as a full-time position at 35 hours a week*
- Gheibhear 35 saor-làithean sa bhliadhna (a' ruith bho 1 Faoilleach – 31 Dùbhlachd) a' gabhail a-staigh 10 latha aig àm na Nollaige agus Saor-làithean Poblach. | *Annual leave is offered at 35 days per calendar year (inclusive of public holidays and around 10 days over the Christmas break)*
- Ann a bhith a' cuideachadh luchd-obrach le an cuid leasachaidh phearsanta, comasan obrach agus feumalachdan trèanaidh, gheibhear measadh obrach gach bliadhna le ur Manaidsear. | *As part of our commitment to continuing professional development you will attend an annual appraisal with your Manager*
- Feumar seiseanan trèanaidh riatanach a fhrithealadh agus coinneamhan mar a bhios iomchaidh. Gheibhear fiosrachadh ron àm. | *Mandatory training must be attended and meetings as appropriate, Full information will be provided beforehand*
- Tha Sabhal Mòr Ostaig làn taiceil a thaobh leasachadh na Gàidhlig agus gheibhear a h-uile cothrom ur cuid comasan cànan a leasachadh | *Sabhal Mòr Ostaig fully supports Gaelic development and you will be given every available opportunity to develop your language ability*
- Tha sgeama Childcare Vouchers aig a' Cholaiste airson cùram-chloinne airson pàrantan | *The College is a member of the Childcare Voucher scheme*
- Tha ionad cùram-cloinne againn air an làraich agus tha sinn fosgailte a thaobh uairean sùbailte le poileasaidhean-obrach a tha freagarrach air teaghlachan. | *We have a daycare centre on campus and we welcome flexible family working*
- Tha sgeama peinnsein aig a' Cholaiste agus sgeama bàis (Death in Service) | *The College has a staff pension scheme and offers a Death In Service scheme as part of that membership*
- Mus tèid ur fastadh bith agaibh ri dhol tro sgrùdadh PVG agus thèid iarraidh air teisteanasan | *All successful applicants will be subject to PVG registration before joining the team and references will be sought*

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Fios mu Iarrtasan

Co-ionannachd Chothroman

Tha co-ionannachd chothroman aig cridhe Shabhal Mòr Ostaig.

Tillibh litir agus foirm-iarrtais air post-d gu | *Please return your covering letter and application form to:* obair@smo.uhi.ac.uk

Ceann-là | Date: 5f 25/06/20

Agallamhan tron t-seachdain a' tòiseachadh 05/10/20 | *Interviews will be held week beginning 05/10/20*

Thèid agallamhan a chumail tro Zoom. | *Interviews will be held on Zoom.*

Faodar còmhraidh neo-fhoirmeil mun dreuchd, ann an dìomhaireachd, a chumail le Nicola NicThòmais, Stiùiriche Corporra 01471 888 301 post-d nnt.smo@ui.ac.uk | *If you'd like to discuss this opportunity informally and in confidence, please contact Nicola Thomson, Director of Corporate Affairs, on 01471 888 301 nnt.smo@uhi.ac.uk*

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