

Tìotal-obrach - Job Title:	Stiùiriche an Ionmhais - Director of Finance
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. £45-48k
Aite-obrach - Primary Place of Work:	Sabhal Mòr Ostaig

Uallaichean - Responsibilities

- 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
- 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
- To ensure the College's finance and financial systems support the business of the College are effectively and efficiently managed (including risk managed) to the highest standards of probity and meet all regular and audit standards; and the College's financial strategy is consistent with the Board's intent.
- 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.
- To ensure the College's income is maximised through exploring opportunities for bids and to lead on submitting tenders and oversee the necessary reports.
- 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 tasks

- Prepare annual budgets
- Assist with the College's Annual Outcome Agreement with the Scottish Funding Council
- Submit all mandatory returns to the Scottish Funding Council and to UHI as required
- Prepare and manage the College's Risk Register
- Audit and Assurance
- Manage the Finance Team
- Provide support to all Managers re: budgets, grants, and relevant queries

Tha co-ionannachd chothroman aig cridhe Shabhal Mòr Ostaig

Fiosrachadh a bharrachd - Additional Information

<p>Regularly reporting to:</p> <p>College Management Team Executive Group Board of Directors Audit Committee SMO Funding Group SOILLSE Board Finance and Estates Committee</p>	<p>Key External Relationships:</p> <p>Finance Directors within the UHI partnership Auditors (External and Internal) Account manager, HIE Outcome Agreement manager SFC APUC Officers</p>
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Responsible for	Approval required	Consulted on	Informed about
Annual Budget and departmental budgets and training	College development plans	Departmental evaluation	Self- 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	Pension changes
Auditor Contracts	SFC Financial Memorandum	Project developments	Staffing changes
Internal Auditor Contracts	Capital Plans	HESA staff returns	Changes that have an impact on projects (Tobar an Dualchais, Faclair na Gàidhlig etc.)
Representing SMO on the SMO Funding Group	Normal expenditure	Applications for research funding	Changes to student accommodation rates .
Annual audit report to the SFC	Setting academic fees ((Scotland, RUK, Overseas)	Changes to accommodation and catering costs	
Managing the finance team of 3	Student number planning ,target setting and UHI funding mechanisms	Commercial opportunities for the College	
APUC contracts	Regular reporting - to SFC and UHI	Reports and applications for funding	
Audits			
College pension scheme			

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Fiosrachadh Cudromach Eile:

- 'S e 35 uair san t-seachdain a tha stèidhichte airson obair làn-ùine ach tha sinn a' cur fàilte air iarrtasan pàirt-ùine cuideachd
- 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. Bidh seo pro rata.
- 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.
- Feumar seiseanan trèanaidh riatanach a fhrithealadh agus coinneamhan mar a bhios iomchaidh. Gheibhear fiosrachadh ron àm.
- Tha Sabhal Mòr Ostaig làn taiceil a thaobh leasachadh na Gàidhlig agus gheibhear a h-uile cothrom ur cuid comasan cànan a leasachadh
- Tha sgeama Childcare Vouchers aig a' Cholaiste airson cùram-chloinne airson pàrantan
- Tha ionad cùram-cloinne againn air an làraich agus tha sinn fosgailte a thaobh uairean sùbailte le poileasaidhean-obrach a tha freagarrach air teaghlachan.
- Tha sgeama peinnsein aig a' Cholaiste agus sgeama bàis (Death in Service)
- Mus tèid ur fastadh bith agaibh ri dhol tro sgrùdadh PVG agus thèid iarraidh air teisteanasan

Amas na Colaiste

Tha Sabhal Mòr Ostaig airson a bhith na shàr ionad aig cridhe leasachaidhean ann an cànan agus dualchas nan Gàidheal le bhith a' tairgsinn deagh chothroman foghlaim, trèanaidh agus rannsachaidh tro mheadhan na Gàidhlig agus le bhith a' dol an sàs gu h-innleachdach còmhla ri daoine eile, luchd-gnìomhachais agus a' choimhearsnachd air fad gus leasachaidhean sòisealta, dualchasach agus eaconamach a chur air adhart.

Fiosrachadh mun Cholaiste

Tha àrainn oideachaidh air leth aig Sabhal Mòr Ostaig. Tha na cùrsaichean agus a' Cholaiste gu lèir gan ruith tro mheadhan na Gàidhlig - an aon Cholaiste den t-seòrsa seo an Alba. Tha a' Cholaiste ann an Slèite anns an Eilean Sgitheanach, sgìre a tha ainmeil airson bòidhchead na h-àrainneachd.

Chaidh a' Cholaiste a stèidheachadh ann an 1973 agus bhon uair sin tha i air clù a chosnadh air feadh an t-saoghail mar ionad airson cànan agus cultar na Gàidhlig. 'S e colaiste spèisealta a th' innte, a' tabhann foghlam àrd-ìre, foghlam leantainneach agus cothroman rannsachaidh. Tha Sabhal Mòr Ostaig mothachail air cho cudromach 's a tha bunait làidir airson a' chànan, a' chultair agus nan ealan agus tha e an sàs ann an iomadh pròiseact gus seo a thoirt air adhart.

'S e colaiste ùr-ghnàthach a th' ann an Sabhal Mòr Ostaig agus tha e na chom-pàirtiche acadaimigeach air OGE nam Mìle Bliadhna. Tha goireasan ionnsachaidh air leth ann, leabharlann sònraichte fhèin math agus tha àiteachan-fuirich agus ionad cùraim chloinne air an àrainn.

Aig a' cheart àm, tha còrr is 100 oileanach clàraichte air cùrsaichean làn-thìde, mu 350 air cùrsaichean air astar agus bidh suas ri 1,000 oileanach a' clàradh air cùrsaichean goirid gach bliadhna. Bidh deagh mheasgachadh de dh'oileanaich a' tighinn don Cholaiste, aig diofar aoisean agus às diofar àiteachan. 'S ann às Alba agus an Rìoghachd Aonaichte a bhios a' mhòr-chuid ach tha oileanaich air tighinn thugainn às na Stàitean Aonaichte, dùthchannan Eòrpach agus Àisia cuideachd.

Tha luchd-ceumnachaidh an t-Sabhail air a dhol air adhart gu dreuchdan Gàidhlig ann an iomadach gnìomhachas, a' cur nan sgilean aca gu feum ann an leasachadh a' chànan.

Tha co-ionannachd chothroman aig cridhe Shabhal Mòr Ostaig

'S e stèidheachd ionnsachaidh bheothail, adhartach a th' ann an Sabhal Mòr Ostaig, a bhios ag amas air coimhearsnachd Ghàidhlig làn mhisneachd is soirbheachais a bhrosnachadh. Bidh fàilte chridheil romhaibh ann.

Barrachd Fiosrachaidh

Airson barrachd fiosrachaidh mun Cholaiste, theirigibh gu www.smo.uhi.ac.uk no, ma tha ceistean sònraichte agaibh, cuiribh fòn no post-d gu Nicola NicThòmais, 01471 888 301 no obair@smo.uhi.ac.uk.

Tha co-ionannachd chothroman aig cridhe Shabhal Mòr Ostaig