

# JOB DESCRIPTION

POSITION	Deputy Financial Controller
REPORTS TO	Financial Controller
DEPARTMENT	Finance
DIRECT REPORTS	3
CONTRACT	Permanent

## VISION, MISSION AND VALUES

### Our Vision

A Scotland where all people value science and technology to inform decision making, empower individuals and enrich lives.

### Our Mission

To be an essential bridge between citizens and science and technology. To inspire people of all ages to explore and understand the world around them, to discover and enjoy science and understand its relevance to their own lives.

### Our Values

Are at the heart of our business and underpin all that we do. They define who we are, how we work, what we believe in and stand for.

- **We strive for excellence** to be the best we can be to make a positive impact on society.
- **We are inclusive** and want to make GSC a welcoming, respectful and supportive community for everybody.
- **We innovate** by being proactive, inquisitive and always ready to learn and improve.
- **We collaborate** to build relationships with our community to empower and support lifelong learning together.

## ROLE PURPOSE

*To deputise for the financial controller in their absence and to assume the responsibilities of the financial controller.*

## KEY RESPONSIBILITIES

- To support the financial controller in delivering accurate, timely and high-quality financial information to internal and external parties.
- To identify potential financial risks and recommend corrective actions.
- To train and supervise staff in their assigned job responsibilities.
- Generate and review routine financial reports with the financial controller before submission. These to include VAT, Gift Aid, National Statistics.
- To update financial policies and procedures to ensure the efficient and effective management of GSC's finances that follow best practice in all areas.
- To work to a centralised accounting system to ensure all GSC financial transactions are efficiently, effectively and accurately recorded including agreed budgets.
- To assist in training staff in GSC's financial policies and procedures and use of the centralised accounting system.
- To review the financial records of Whitelee Wind Farm once prepared by the finance assistant.
- To be responsible for key monthly journal entries.
- To prepare monthly balance sheet control accounts for approval.
- To prepare accurate and timeous monthly budget holder reports as directed and effectively resolve any queries.
- To assist with the preparation of accurate and timeous monthly management accounts.
- To prepare accurate and timeous monthly project reports as directed and effectively resolve any queries.
- To provide support to all Department and Project Managers with financial issues.
- To assist in the preparation of the year end accounts and appropriate audit files.

- To have a key support role in managing the IRIS accounting software and assist in resolving any issues.
- To assist in the management and development of the Finance Team, supporting staff members in achieving their potential and best performance.
- Assist in developing a work plan and schedule to meet company financial goals.
- Assist in annual budget input and payroll upgrade.
- To provide support and back up for the payroll processing.
- To implement the GSC Customer Service promise. Offer a fun, safe and welcoming environment to all customers.
- To provide an integrated, co-ordinated and professional level of service to our customers at point of contact.
- To work within the standards of the Glasgow Science Centre's health and safety policy.
- To carry out other reasonable duties/tasks as required, to deliver and meet the objectives of your team and Glasgow Science Centre.

### PERSON SPECIFICATION

Qualifications, Skills, Experience and Knowledge	Essential	Desirable
Qualified/Newly Qualified holding a recognized accounting qualification (ACCA/CIMA), or within the final stages of achieving this.	x	
Experience in a similar finance role		x
Excellent communication and interpersonal skills whilst dealing with non-financial departments	x	
Excellent organisational skills and attention to detail	x	
Ability to problem solve	x	
Experience of Iris Exchequer or similar accounting package		x
Must be highly proficient in Microsoft office packages, Teams and SharePoint	x	

## Personal Qualities

- A high degree of commitment to GSC's vision, mission and values.
- A flexible approach to meet overall deadlines and needs of GSC, both within and out-with your own department.
- A creative and innovative person.
- Able to work flexible days / hours (including Weekends / Bank holidays / Evenings).