



Finance Systems Administrator

Full-time, Permanent

Salary £29,017 - £31,653 per annum

Plus generous benefits package

Hybrid / flexible working

April 2024 target start date

About the role

There has never been a more exciting time to join the Finance team at the National Galleries of Scotland. In this newly created role, you will play a key part in helping us to develop our finance and procurement systems.

The perfect candidate will have a keen eye for detail, with a structured and logical approach to tasks, be organised, and have excellent IT skills. You'll also be enthusiastic about new technology and implementing new accounting systems.

You will assist in the preparation of our budget setting and monitoring process of our finance systems. This will help to deliver timely financial and management information to our budget holders and employees. This is a key function in an increasingly difficult financial environment where close monitoring of forecast results against budget is essential to ensure efficient utilisation of resource.

You will work with the IT team and external support providers to develop the systems. You'll also be tasked with establishing how the Finance team can use Teams and M365 to its potential and train to become a super user on M365 to support the transition for the Finance team.

Tasks will also include co-ordinating the production of procedures, training staff to use the systems, effective application of software and production to allow analysis of the data in an efficient manner.

The difference you'll make

Reporting to the Management and Systems Accountant you will work closely with them and the Finance team. You'll assist in the consolidation and monthly reporting of our budget and forecast results, i.e. income, expenditure, staff costs, funded and capital projects. Your responsibilities will include but not be limited to:

- Assisting with the management of our Financial budget setting and monitoring process.
- Administration of the delegated authority process.
- Working with other financial colleagues for timely delivery of monthly consolidated forecast financial results including income, staff costs, department expenses, project costs and commercial results.
- Assisting with the delivery of quarterly staff cost and headcount reporting to the Leadership Team and individual departments, and preparation of the establishment review working with HR.
- Assisting with preparation of the detailed staff costs budget, which will, working closely with the Management and Systems Accountant support the annual pay remit process.
- Handling of internal support calls and referring and managing resolution with external software support companies and other financial colleagues.
- Administration of our financial systems including creating users, setting security and access levels in line with our delegated authority levels.

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- Coordinating the provision of training and support and development to staff across the organisation on finance related systems and procedures.
- Coordinating the review of systems to establish possible integration of systems e.g. Microsoft Dynamics GP, eRequest and EPOS systems.

Who we are looking for

To succeed in this role, you'll need the following range of knowledge, skills, and experience:

- Educated to degree level or equivalent, preferably you will have a professional accounting qualification – full or part qualified.
- Knowledge and experience of accounting controls and procedures.
- Knowledge of financial budget and forecasting processes.
- Computer literate, competent in the production and use of Excel spreadsheets as tools for financial data analysis.
- Numeric with the ability to analyse and translate data.
- Excellent verbal and written communication skills including the ability to explain financial requirements to non-specialists.
- Strong organisational, planning and time management skills and the ability to work to tight deadlines and cope well under pressure.
- A hands-on, pro-active and self-motivated approach.

It would also be great if you have:

- Knowledge and experience of the financial regime of a Non Departmental Public Body (NDPB's).
- Familiarity with our systems – Microsoft Dynamics Great Plains (or MS Dynamics Nav), eRequest, Jet, Ciphre, SharePoint, Microsoft Project, Microsoft 365, Microsoft Teams.
- Experience in delivery of training to system users

We are National Galleries of Scotland

Our three Edinburgh galleries are the National, Modern and Portrait. We house and look after Scotland's amazing world-class art collection – one of the finest in the world. Step inside and explore treasures from Botticelli and Titian to the very best modern art to contemporary portraits of pop culture icons. And, as you'd expect, the world's greatest collection of Scottish art, our national collection. We also have an outstanding collection of Western art from the late Middle Ages to the present day.

We're a space for thinking, dreaming, doing, and playing. Soak up the art. Meet friends in the cafés. Have a family picnic surrounded by the sculptures in the Modern grounds. Be inspired by our amazing art films. Choose your own experience. There is no one way to enjoy Scotland's national collection. We are yours to discover.

As well as displaying our art at our three Edinburgh sites, we also share it through an active programme of partnership across Scotland, the rest of the UK and abroad, as well as online.

We conserve and research our collections and we are committed to reaching the widest possible audience through our ambitious plans. Visitor numbers to our sites in Edinburgh totalled an average of 2.5m visitors a year in the years prior to the global pandemic.

What's important to us

We make art work for everyone. That's our purpose and it drives everything we do. This is an exciting time for us, as we move forward with our engaging strategic vision: Art for Scotland: Inspiration for the World.

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We're putting our audience at the heart of what we do. Matching Scotland's rich collection, our expertise and creativity with the needs and wants of our visitors. Finding new ways to connect with more people and create an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

We're committed to looking at how we operate as well as how we engage our audiences. We will play our part in tackling the Climate Emergency, and we're embedding Equality, Diversity, and Inclusion (EDI) in the way we work. We want everyone to feel a sense of belonging and freedom to be themselves at work or at play with us.

What's on offer for you

Our colleagues will tell you great things about working here. We aim to ensure the National Galleries of Scotland is a great place to work, where our people thrive in a culture where we are trusted, empowered, and engaged to achieve our true potential. We offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

Salary

£29,017 - £31,653 per annum. Starting salaries will normally be at the minimum rate depending on experience.

Hours

37 hours per week working 8.30 a.m. to 5.00 p.m. Monday to Thursday and 8.30 a.m. to 4.30 p.m. on a Friday with a one-hour unpaid lunch break each day.

Holidays

When you first join, you'll get 36.5 days holidays per year (including public and privilege holidays). After 5 years your annual leave will increase to 41.5 days.

Where you'll be based

You will be based at Modern Two, 73 Belford Road, Edinburgh, EH4 3DS. Although in the heart of Edinburgh, free parking is available on site.

Pension

We are a [Civil Service Pension](#) employer. You get to choose if you want a defined benefit or stakeholder pension. The benefits of joining the scheme include [generous employer contributions](#) to your future pension, life assurance, and options to increase your pension. If you join the alpha Civil Service pension scheme our contribution will be 27.1% for this role.

Other benefits

Family friendly working policies, free or discounted entry to various visitor attractions, staff discount at our shops and cafés, Cycle to Work Scheme, wellbeing support and services including our Employee Assistance Programme.

The closing date for completed applications is 12 noon on Monday, 22 January 2024

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.



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