**Finance Director**

**Scottish Rail Holdings Limited**

**Overall Accountability**

To manage all aspects of the finances for Scottish Rail Holdings, including the preparation of accounts, budgeting, and financial business planning. To oversee the finances of all Scottish Rail Holdings subsidiaries, ensuring that any variances to the financial plans are managed with appropriate remedial actions.

**Key Duties and Responsibilities**

**Strategic Responsibilities**

* To provide input into the long and short-term business planning at Scottish Rail Holdings and its subsidiaries, ensuring that all business plans are aligned to the Grant-in-Aid Agreement Commitments and the Framework Agreement, with a clear set of financial Key Performance Indictors that the subsidiaries will be held to account to deliver.
* Lead the financial direction of Scottish Rail Holdings to ensure the delivery of value for the taxpayer with a focus on continuous improvement across Scotland’s Railway.
* Ensure that all decisions and plan are in line with the Scottish Public Finance Manual.
* Ensure that Scottish Rail Holdings contribute to the Scottish Government’s primary purpose of increasing sustainable economic growth by aligning its aims and objectives with the Programme for Government, Scotland’s Economic Strategy and National Performance Framework.

**Leadership Responsibilities**

* To lead the Scottish Rail Holdings Finance team ensuring that they deliver a high-quality output, with strong financial control, is responsive to change and drives continuous improvement.
* To assume oversight, governance, and stewardship in respect of all of the activities of ScotRail Trains Ltd and Caledonian Sleeper Limited.
* Lead the delivery of a finance business partnering approach to provide impartial advice and guidance to management on all financial matters relating to Scottish Rail Holdings.
* Development and implement a financial control framework which sets out the key financial processes and ensures that the necessary financial controls are in place to ensure that spend is managed appropriately and in lie with the Scottish Public Finance Manual.

**Oversight Responsibilities**

* To ensure that all subsidiaries deliver the financial commitments outlined in the Grant Agreement and the Framework Agreement, and that there is regular reporting in place to the Board of Scottish Rail Holdings on actual financial performance.
* To ensure early warning of any adverse variance of financial performance by Scottish Rail Holdings and its subsidiaries is reported to the Scottish Railway Holdings board, and that required remedial action plans are in place.
* Ensure that Scottish Rail Holdings and its subsidiaries work in line with their laid down business processes in particular those around delegated financial authorities.
* Responsible for the oversight of Scottish Rail Holdings corporate services including payroll, IT, procurement, Company Secretarial, Human Resources and legal.
* Liaise with the Transport Scotland Sponsor Team to ensure the appropriate cash management and budgeting processes are in place in line with any laid down processes and procedures.
* Provide oversight of the production of statutory annual accounts on behalf of the Accountable Officer, in line with the requirements of the Scottish Public Finance Manual and the Scottish Government Financial Reporting Manual.

**Board Responsibilities**

* To ensure that appropriate financial decisions are taken at Board level with the appropriate level of financial appraisal/evaluation and are in line with the Scottish Public Finance Manual.
* Ensure effective relationships are in place with senior Finance personnel at Scottish Government, particularly the sponsoring Directorate, Transport Scotland.
* Manage the provision of effective reporting on financials performance of Scottish Rail Holdings and its subsidiaries to the Scottish Government, ensuring that any variances are highlighted with corrective actions clearly outlined.
* To ensure all financial reporting is done in line with all regulatory reporting requirements.
* Support the management of group risks and issues at a high level for Scottish Rail Holdings in line with the Scottish Public Finance Manual with regular reporting in place to the Board. Risk management should have a full consideration of organisational resilience to physical, personnel and cyber risks/threats/hazards.
* Provide expert advice and support to stakeholders on financial matters, reporting into the Audit and Risk Committee.
* Support the Accountable Officer in their responsibilities, including ensuring the finances of Scottish Rail Holdings are managed appropriately.
* Ensure that adequate systems of internal control are in place at Scottish Rail Holdings including effective measures against fraud and theft in line with the Scottish Public Finance Manual.
* Ensure that the Board levels of financial delegated authority are adhered to.
* Provide assistance to Scottish Ministers in the execution of their Section 30 duties under the Railways Act 1993.
* To establish and maintain arrangements for internal audit in accordance with the ‘Public Sector Internal Audit Standards’ and the ‘Internal Audit’ section of the Scottish Public Financial Model.
* To ensure the Scottish Rail Holdings Audit and Risk Committee is managed in accordance with the guidance on Audit Committees in the Scottish Public Financial Model.
* To forward in a timely manner to the Transport Scotland Sponsor Team the audit charter, strategy, periodic audit plans and annual audit assurance report, including the Chair of Scottish Rail Holdings Audit and Risk Committee opinion on risk management, control and governance and other relevant reports as requested.
* To set out the objectives and requirements of ScotRail Trains Ltd and Caledonian Sleeper Limited for the purpose of allowing Scottish Rail Holdings to propose a budget, in August of each year.
* To ensure that an annual report, together with its audited annual accounts is published at the end of each financial year.

**Governance Responsibilities**

* The role holder will attend the following Boards and Committees: Scottish Rail Holdings Limited Board, Scottish Rail Holdings Limited Audit and Risk Committee, ScotRail Trains Limited Board and Caledonian Sleeper Limited Board.

**Essential Criteria**

**Specialist Expertise**The role holder must hold a recognised accountancy qualification from CIMA, ICAS, ICAEW, ACCA or CIPFA. They will have operated at a senior level both technically and professionally, with significant Board level exposure. Exposure to public sector accounting and governance is desirable, along with a strong understanding of the UK rail industry and the associated political, commercial, and legal complexities.

**Person Specification**

A strong leader, with a high level of gravitas the role holder will have the ability to provide highly effective financial leadership and governance, with a strong commercial focus. They will have strong analytical skills, with excellent planning and forward-thinking capability. They will bring a strong track record in the delivery of complex financial management, along with demonstrable continuous improvement skills.

 **Core Skills and Competencies**

(See table)

**Salary and Salary Scale**

The salary range for the role is £95,000 – £100,000 per annum, and the post is graded SCS 1A. Performance management arrangements and pay progression will be in accordance with Scottish Government public sector pay policy.

You will also receive reimbursement for reasonable travel and subsistence costs subject to organisational policy and with due regard to value for money. Frequent regular use of Scotland’s rail network is expected.

**Hours of Work**

This post is full-time and staff holding executive office should be prepared to work such hours as necessary for the full performance of their duties and responsibilities. For pay purposes, the working week will be deemed to be 37.5 hours.

**Location**

The FD will normally be based in Glasgow, but Board and other meetings may be held elsewhere across Scotland.

**Annual Leave**

Annual leave entitlement is 25 days on appointment, rising to 30 days after completion of 5 years’ service.

**Privilege Days**

11.5 public and privilege holidays are also available within the leave year.

The annual leave year runs from 1 February to 31 January.

**Pension**

Employees are automatically opted into the Civil Service Pension scheme. Further information is available at [Home - Civil Service Pension Scheme](https://www.civilservicepensionscheme.org.uk/)

**Relocation Expenses**

Relocation expenses payable up to £8,000 to the successful candidate in accordance with the Scottish Government’s relocation policy and on production of .

**Core Skills and Competencies**

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| **SKILLS FOR SUCCESS – Core Skills** |
| ***Managing and Leading*** | ***Delivering Outcomes*** |
| **People Management** | **Leading Change** | **Strategic Thinking**  | **Communications and Engagement** | **Improving Performance** | **Analysis and Use of Evidence** | **Financial Management** |
| Shapes the Business Plan to engage and align staff, manage workloads & ensure capacity to deliver.  | Communicates a clear vision which supports action and engages others. | Understands, influences and translates strategy into outcome focused solutions. | Understands, influences and translates the wider communications agenda. | Provides a framework to embed continuous improvement, including skills development. | Identifies evidence and analysis requirements for short- and long-term decision making. | Plans and monitors targets. Identifies & implements ways to improve resource & assets efficiency.  |
| Credible with staff, creating conditions to build confident and effective teams that empower, value, recognise, inspire and motivate people. | Sets a standard by taking responsibility for delivery. Managing risk and resources to drive continuous improvement. | Reframes issues & problems to create opportunities for creative thinking to deliver new ways of working. | Develops clear and creative communications objectives and measurement criteria. | Uses Portfolio, Programme & Project Management effectively and proportionately, including rigorous evaluation of effectiveness. | Works with a wide range of analytical experts to achieve outcomes and goals. | Interprets a wide range of financial information & options to underpin sound decisions, sharing implications for public expenditure with the wider system. |
| Raises performance using constructive challenge, feedback and coaching skills, using advice from HR when needed. | Leads a way through complex issues and conflicting perspectives.  | Accountable for developing and delivering strategic Directorate Plans that continuously raise expectations. | Uses customer insight to deliver policy, identifying appropriate communication channels to target audience needs. | Uses skills and resources effectively to meet changing circumstances and expectations.  | Links evidence with specific outputs and outcomes to challenge norms and identify new ways of working. | Uses a variety of tools and techniques and knows when to seek advice from audit, risk, procurement and finance specialists. |
| A resilient and self-aware role model. Recognises impact on others, creating an environment which supports diversity & equality, health & wellbeing. | Leads & manages the authorising environment, making connections across boundaries to build strong networks and partnerships. | Works collaboratively in the wider system to improve outcomes and deliver high quality public services. | Works with specialists to devise communications strategies and shares experience across the wider system.  | Oversees risks to strategic objectives, influencing others to enhance outcomes and aid continuous improvement. | Ensures knowledge and processes are captured and shared across the wider system through wide range of networks. | Assures the highest standards of value for money, internal controls and public sector governance as outlined in the Scottish Public Finance Manual. |