

JOB APPLICATION PACK



Post	Director of Finance
Reporting to	Chief Executive
Base	Stornoway
Closing date	24 June 2021, 12pm
Interviews	5 July 2021 – by Teams meeting call

4 June 2021

Dear Applicant

APPLICATION FOR EMPLOYMENT – DIRECTOR OF FINANCE

Thank you for your interest in applying for the post of Director of Finance.

This is an exciting director opportunity working with the team at MG ALBA. It offers the chance to work with the board and senior management team as we look to secure the future of Gaelic media in a fast-changing world.

If you are

- a fully qualified accountant, with a commercial and strategic approach, and
- good with people, with a track record of delivering results, and helping secure investment for, business and partnership enterprises, and
- a strategic thinker who is able to lead and inspire as we go through technology and culture transformation

then we will be very interested to hear from you.

We have pleasure in enclosing this application pack for the vacancy.

To apply, please submit a covering letter and your CV detailing your skills, knowledge and capabilities, paying particular attention to the Person Specification. We welcome hearing about your competency and experiences from both employed and voluntary roles. If you would like an informal discussion on the role and the opportunity, please contact Claire Macleod, HR Adviser on hr@mgalba.com and we will arrange for a call at a mutually convenient time.

You should submit your application by 12pm on Thursday 24 June 2021 to hr@mgalba.com. Any applications received after this date unfortunately cannot be considered.

We will send confirmation of receipt of your application by Monday 28 June 2021.

Interviews will be held on Monday 5 July 2021 by Teams Meeting calls.

Le dùrachd



Donald Campbell
CEO

ABOUT US

Who We Are

MG ALBA, Scotland's Gaelic Media Service, operates the Gaelic television channel **BBC ALBA** in partnership with the BBC. We are also responsible for [FilmG](#), in collaboration with Cànan Graphics Studio, and we deliver [LearnGaelic](#) in partnership with the BBC, Bòrd na Gàidhlig, Sabhal Mòr Ostaig and Bòrd na Ceiltis (Alba).

Our [Operational Plan for 2020/21](#) contains important information about our aims and objectives for the previous year.

Where We Are

We are based in Stornoway, with a presence in Glasgow and Inverness. The post will be based at our facility in Stornoway. As a response to the Covid-19 pandemic, we are currently transitioning from remote working and there will be short term flexibility in location available to the successful candidate.



Our Staff & Board

We employ 43 [staff](#) and have a [Board](#) of 9 members.

Working Environment

We work with an honest, open, interactive and collaborative approach. Everyone in our team is treated as an equal whose opinion counts. We all share as much information as possible so that all colleagues know how we are performing, how we all contribute to that and how we can be even better at what we do.



We are also proud to have achieved external accreditation including; listing on the *Broadcast Best Places to Work in TV* for the past five awards, the Silver Award by *Investors in People*, and the Gold Award for *Investors in Young People*. We are committed to ensuring the best health and wellbeing for our people and work with the *Healthy Working Lives Awards* to achieve this.

Corporate Responsibilities

As an organisation, we are fully committed to our Corporate Responsibilities in a variety of ways including through our Environmental Policy, our Recruitment Policy and in-kind contributions to the community and charitable organisations. We regularly provide free of charge expertise and equipment to local fundraising events, charity balls, quiz evenings, awards ceremonies, and also assist with the production of charity promotional videos, coverage of charity sporting events, cultural and educational workshops and film/Mod events.

THE POST

Background

Gaelic media, like all other media, is undergoing significant change. This is both challenging and energising. You will have noticed how our media strategies are responding to meet those demands.

From your own experience, and from [Ofcom's research](#), you will know about the changes in media technology, brands and consumption habits. You will also be aware that our media exists within a framework of political and public sector support.

This post is about leading the Finance and various operations functions of MG ALBA through a dynamic period of change, whilst enabling growth and succession alongside delivering the highest standards of financial reporting and governance.

Further key objectives of the post are to help secure new investment in Gaelic media and to enable and assist with the transformation work both in terms of our employer brand and a redesigned workplace post-Covid-19, including the best use of technology and environmental practices.



Person

Our ideal applicant, who be a qualified accountant, will have the following core qualities:

- You will be able to build strong relationships at a senior level, delivering a consistent programme of engagement that leads to long-term funding and governance stability;
- You will understand how to bring about transformation through strategic leadership, both inside the organisation and outside it, inspiring and leading by example and through your clarity of thinking; and
- You will have an innovative and adaptable approach, you will be an engaging, motivating and influential communicator in a complex stakeholder environment.

Our ideal applicants will possess these core qualities:

- Willingness to be part of a busy, dynamic and successful leadership team
- Excellent interpersonal and communication skills
- Be a strong role model and team leader
- Be a leader in change and coaching practices
- Willingness to commit to learning on the job, supported by professional development and external qualifications

APPLICATION INFORMATION

Key Dates

Applications Open	4 June 2021
Closing Date	24 June 2021
Interviews	5 July 2021

Selection Process

The selection process is outlined in the [MG ALBA Recruitment Policy](#).

Selection Panel

The Chief Executive, members of the board and senior management will comprise the selection panel, supported by the HR Adviser. A 4-stage selection process will be used:

Stage 1	Application letter & CV, shortlist
Stage 2	Myers Briggs Profiles; Pre-interview exercise
Stage 3	Informal pre-interview discussion (HR/Managers)
Stage 4	Interview / presentation

Relocation Package

MG ALBA provides discretionary relocation assistance to employees to cover costs such as moving expenses, legal fees, estate agents' fees, stamp duty and other related costs. This is subject to an offer of employment being accepted, invoices being provided and has a maximum value of £8,000.

Equal Opportunities Monitoring

We are an equal opportunities employer and conduct monitoring on all recruitment and employment data. Please complete the enclosed monitoring form which is in line with current GDPR legislation.

Disabled Applicants

Applications from disabled applicants are welcome and we participate in the Guaranteed Job Interview Scheme for applicants self-assessed as having a disability and who meet the minimum essential criteria for a job vacancy and to consider them on their abilities.

Referees

2 referees will be required to be contacted upon acceptance of a conditional offer of employment. We will not contact referees without your consent.

Relationship to Board Member / Officer / Conflict of Interest

Relationships to board or staff members, or any actual or perceived conflicts of interest should be disclosed in the application.

GDPR

Personal data contained with your job application will be processed, retained and archived/destroyed in line with [MG ALBA's Privacy Notice](#).

MAIN TERMS AND CONDITIONS OF EMPLOYMENT SUMMARY

Grade	Grade F
Salary	£70,000 (negotiable for an exceptional candidate)
Annual Leave	25 days + 12 days public holiday
Pension	Defined Contribution Pension Scheme, MG ALBA contributes 10% of the basic annual salary, rising to 15% if the employee makes a contribution of 5%
Death in Service	4 x Annual Salary
Other Benefits	To encourage healthy lifestyles we offer a paid gym membership. We have family friendly & flexible working practices

Occupational Sick Pay Scheme

Up to two years' service	1-month full pay and 1 month half pay, in a rolling 12 month period
After 2 years' service	2 months' full pay/2 months' half pay in a rolling 12-month period
After 3 to 4 years' service	3 months' full pay/3 months' half pay in a rolling 12-month period
After 5 years' service	4 months' full pay/4 months' half pay in a rolling 12-month period

Learning & Development

Each employee is required to have a Learning and Development plan which will enable them to become more effective in their job and fulfill their annual job objectives.

Gaelic

Gaelic is the working language of MG ALBA. It is essential for this post that the successful candidate is as a minimum a Gaelic learner / commitment to engage with learning and preferably fluent in written and spoken Gaelic.

Further Information

For an informal discussion about any aspect of this role please contact hr@mgalba.com and we will arrange for a call at a mutually convenient time.

JOB DESCRIPTION

Job Title / Department	Director of Finance Finance, Administration & Business Affairs	Grade	F	Weekly Hours	37
Contract	Permanent	Salary	Up to £70,000 (negotiable for an exceptional candidate) <i>commensurate with experience & in line with public body director salary expectations</i>		
Objective	<ul style="list-style-type: none"> • Work with the Senior Management Team fulfilling all requirements of the leadership function of the Finance and Business Affairs Team • Lead planning, direction and co-ordination of MG ALBA's finance & business affairs functions, governance and administration of the MG ALBA offices and business • Lead and manage facilities in Stornoway • Report to the CEO and in so doing prepare the Statutory Accounts, Annual Report and other associated Finance and Governance matters required for Management, Board and the Audit Committee 				
Accountable to	<ul style="list-style-type: none"> • Chief Executive 				
Responsible for	<ul style="list-style-type: none"> • Preparation of MG ALBA's annual budget • Implementation of financial control • Preparation of monthly management accounts • Creation of statutory accounts and governance statements in accordance with standard accounting rules • Financial and economic impact aspects of funding applications • Management of external audit • Control of cash flow • Presenting Accounts and Annual Report to Management, the Audit Committee, the Board, Ofcom and the Scottish Government • Fully manage financial, accountancy and administrative operations for MG ALBA • Implement best practice corporate governance practices, and oversee compliance with procurement policies and legislation ensuring best value for money • Working with the Senior Management Team, in consultation with the Business Continuity Team, in managing Covid-19 & post-Covid-19 workplace adaptations and associated policy changes • Property and operational management of the Stornoway facility • Risk Management • Day to day oversight of HR matters in conjunction with the HR Manager 				
Working relationships	<p>The post-holder will report to the Chief Executive. The post holder will be responsible for line managing a team of 8 permanent staff and will work closely with the external HR and health and safety advisers.</p> <p>The post-holder will work on a daily basis with the Chief Executive and senior management team and other senior decision-makers, as well as with with colleagues across the organisation.</p> <p>The post-holder must have excellent working relationships with MG ALBA chair and board.</p> <p>The post-holder will work closely with external advisers, stakeholders in the public and political domain and partners including the independent production sector, Ofcom, the Scottish Government, tax advisers, pension advisers, solicitors, internal and external auditors.</p>				

Key result areas	<p>The post holder will make a significant contribution to providing leadership, direction and delivery within the following key result areas of the Finance, Governance and Operations Team:</p> <p>Accounting & Assurance – including preparation of annual budget; financial statements; systems & controls; asset registers; monthly management information & accounts; cashflow management; control of expenditure; procurement & contracts; preparation of annual accounts in accordance with standard accounting rules; internal & external audit management; provision of governance returns.</p> <p>Finance & Business Strategy – advising, collaborating and creating sustainable financial strategies for the business in line with corporate plans and objectives; successfully securing funding through well-structured and creative financial proposals; managing cost reductions and value for money challenges; seeking business efficiency methodology including good use of technology; preparation of bids and financial proposals; contributing to sourcing new finance and revenue streams, guiding on supply sector business strategies.</p> <p>Leadership Contributions – as a member of the Senior Management Team and the BBC ALBA Joint Management Board. Advising and contributing to post-Covid-19 workplace plans and adaptations.</p> <p>Business Administration - Management and direction of business administration in MG ALBA, in contracts with the production sector and other stakeholders. Provide information reports to MG ALBA management, the MG ALBA Board, the Scottish Government & Ofcom. Maintain good relations with stakeholders and civil servants with whom MG ALBA deals.</p> <p>Company Administration - Implement best practice in corporate governance in the organisation. Collaborate with colleagues in MG ALBA's Senior Management to formulate and implement MG ALBA's strategic plans.</p> <p>Office Administration - Manage MG ALBA 's administrative services and facilities.</p> <p>Culture and communication - Building a culture on MG ALBA's core values – [Creativity, Audience, Ambition, Partnership, Respect] and delivering a high quality service to the audience. Ensure that good communication is in place when sharing information within your own team and with fellow managers and colleagues.</p>
Time horizon	Permanent

PERSON SPECIFICATION

	Essential	Desirable
Qualifications / Experience	<ul style="list-style-type: none"> • Qualified accountant • Stakeholder / relationship management experience of 5 years or more • Strategic development / delivery experience of 5 years or more • Commercial, Technical or Business Development Director experience 	<ul style="list-style-type: none"> • Chartered or professional qualification, MBA or equivalent • Successful career showing evidence of leadership within a senior management role • Proven team and people leadership experience • Business succession / change experience • Influencing skills
Knowledge	<ul style="list-style-type: none"> • Accounting, assurance and financial reporting proven experience • Relationship & stakeholder management • Strategic planning and development 	<ul style="list-style-type: none"> • Local and national government • Collaborative and partnership working approaches • Technology development opportunities from a business / commercial perspective
Skills	<ul style="list-style-type: none"> • Financial / accountancy management, reporting and budget controls • Board / Committee reporting and interaction • Funding bids / commercial tendering • Governance policies and procedures • Team leadership • Presentation skills • Organisational and planning • Negotiation and influence • Problem solving • Managing up • Time & project management 	<ul style="list-style-type: none"> • Coaching / mentoring experience • Innovation / project development • Change management / resilience experience • Succession planning • People and stakeholder relationship development
Language & Media	<ul style="list-style-type: none"> • Gaelic learner / commitment to engage with learning 	<ul style="list-style-type: none"> • Fluent Gaelic speaker/writer
Behavioural	<ul style="list-style-type: none"> • Team player • Role model, lead by example • 'Can do' attitude • Empathetic • Consultative, integrity, trust • Enabler of teams • Inspirational & people focused 	