

## JOB APPLICATION PACK



<b>Post</b>	Accountant
<b>Reporting to</b>	Director of Finance
<b>Base</b>	Stornoway - open to remote working ideally in the Highlands & Islands
<b>Closing date</b>	12 September 2021, 10pm
<b>Interviews</b>	23 September 2021 – by Teams Meeting

27 August 2021

Dear Applicant

**APPLICATION FOR EMPLOYMENT – ACCOUNTANT**

Thank you for your interest in applying for the post of Accountant.

We are looking for someone who will be a key member of the finance team, with the personality and skills to work as one team with creative and business colleagues in television, online, social media and radio and who is also able to make a wider contribution to the development of Gaelic media.

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](mailto:hr@mgalba.com) and we will arrange for a call at a mutually convenient time.

You should submit your application by 10pm on Sunday 12 September 2021 to [hr@mgalba.com](mailto:hr@mgalba.com). Any applications received after this date unfortunately cannot be considered.

We will send confirmation of receipt of your application by Monday 13 September 2021.

Interviews will be held on Thursday 23 September by Teams Meeting calls.

Le dùrachd

A handwritten signature in black ink, appearing to read 'Donald Campbell', written in a cursive style.

**Donald Campbell**  
CEO

## ABOUT US

### Who We Are

MG ALBA, Scotland's Gaelic Media Service, operates the Gaelic multiplatform media service **BBC ALBA** in partnership with the BBC. We are also responsible for [FilmG](#), [LearnGaelic](#) and [SpeakGaelic](#) in partnership with other bodies.

Our Operational Plan for 2021/22 contains important information about our aims and objectives and will be sent to candidates shortlisted for interview

### Where We Are

We are based in Stornoway, with a presence in Glasgow and Inverness. The post will ideally be based in Stornoway but we are open to remote working ideally in the Highlands & Islands

### 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.

## **Our Values**

Our values are the key principles that guide the work we do. They determine our priorities and underpin the way we operate in all that we do.

### **Creativity**

- We enable the creation of high-quality Gaelic content

### **Audience**

- We are informed and inspired by our audience

### **Ambition**

- We strive for and deliver excellence

### **Partnership**

- We achieve through collaboration

### **Respect**

- We listen; we encourage; we are fair

## 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.

The Accountant works as a key member of the Finance Team, operating our financial systems efficiently and effectively and providing excellent financial control to the organisation.



Further key objectives of the post are to work collaboratively with the Business Affairs Executive and budget holders, report to external stakeholders and line manage the Finance Trainee including coaching through a development plan.

### Person

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

- Knowledge and/or experience of projects, contracts and transactions
- Desire to take an active role in business improvement initiatives
- Methodical approach to work and strong attention to detail
- Excellent organisational and planning skills
- High level of numeracy and accuracy skills
- Excellent interpersonal and communication skills (verbal and written)
- Line management experience
- Ability to build and maintain first class working relationships within MG ALBA and externally with stakeholders including tenants, suppliers and regulators

This is a chance to be part of a Gaelic-speaking organisation which offers a strong work culture, flexibility and opportunities to learn new skills. If you are not yet a fluent or confident Gaelic speaker, or are just embarking on your Gaelic learning journey, this is an opportunity to improve or gain language skills. As a minimum we would seek a commitment from you to attaining proficiency over an agreed period of employment. So, if you have a professional accountancy qualification, the right attitude, strong financial and/or management accountancy skills and relevant experience we would love to hear from you.

## **APPLICATION INFORMATION**

### **Key Dates**

Applications Open	27 August 2021
Closing Date	12 September 2021, 10pm
Interviews	23 September 2021

### **Selection Process**

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

### **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**

<b>Grade</b>	Grade E1
<b>Salary</b>	£39,526-£43,943 (commensurate with experience)
<b>Annual Leave</b>	25 days + 12 days public holiday
<b>Pension</b>	Defined Contribution Pension Scheme, MG ALBA contributes 10% of the basic annual salary, rising to 15% if the employee makes a contribution of 5%
<b>Death in Service</b>	4 x Annual Salary
<b>Other Benefits</b>	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](mailto:hr@mgalba.com) and we will arrange for a call at a mutually convenient time.

## JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	ACCOUNTANT	Grade	E1	Weekly Hours	37
<b>Objective</b>	To operate the financial systems efficiently and effectively and hence provide excellent financial control to the business, to facilitate the work of Business Affairs through contract preparation and, when appropriate, completion, to work collaboratively with budget holders and to report to external stakeholders.				
<b>Accountable to</b>	Director of Finance				
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>• Day to day financial management using Xero, Approval Max, Bankline and ClearSpend</li> <li>• Cashflow management and approval of payments within delegated authority levels</li> <li>• Financial reporting to budget holders on a monthly basis</li> <li>• Accounting for TV &amp; Radio Productions and oversight of basic production contract preparation</li> <li>• Supporting the Finance Director with the preparation of annual budget and quarterly forecasts</li> <li>• Working with the external auditors and preparing the statutory accounts</li> <li>• Tax compliance including Corporation Tax, VAT and PAYE</li> <li>• Payroll and pensions administration with outsourced payroll company</li> <li>• Development of systems and processes</li> <li>• Management and performance of production audits</li> <li>• Line Management of Finance Trainee</li> </ul>				
<b>Working relationships</b>	<p>The post holder will be a key member of the Finance Team and will work in conjunction with all budget holders and the management team and be required to liaise extensively with key stakeholders including The Scottish Government, suppliers, external auditors and HMRC.</p> <p>The post holder is also responsible for the overall training, development and line management of the Finance Trainee.</p>				
<b>Key result areas</b>	<ul style="list-style-type: none"> <li>• Accurate and timely monthly management accounts, explaining results to budget holders and helping to drive improved financial performance</li> <li>• Day to day cash management, ensuring there are strong controls over payments and that there is sufficient liquidity to pay bills in a timely fashion</li> <li>• Statutory accounts preparation and providing the auditors with all the relevant documents and explanations to ensure the accounts are filed on a timely basis</li> <li>• Ensuring MG ALBA is compliant with all relevant tax rules and meets its filing and payment obligations</li> <li>• Paying staff on time and correctly</li> <li>• Value for Money assurance through benchmarking and audits of expenditure</li> <li>• Compliance with Financial Regulations, Procurement, Expenses and other relevant policies</li> <li>• Overall team performance through assisting with other business such as preparation and execution of contracts (as appropriate), risk management, data protection, freedom of information and other disclosures etc.</li> </ul>				
<b>Key tasks</b>	<ul style="list-style-type: none"> <li>• Oversight of the processing of financial data of all types including invoices, claims, tax returns, POs and the like to ensure timely and accurate financial reports are produced</li> <li>• Explaining the financial reports often to budget holders who are non-financially qualified and helping them to manage their budgets</li> <li>• Liaising with external auditors over the timetable for audit, key documents required and all other necessary matters</li> <li>• Maintaining a strong system of Internal controls and robust approval mechanisms</li> <li>• Supporting the Business Affairs Executive with contract reviews, updates and recommendations</li> <li>• Maintaining excellent relations with key stakeholders from Scottish Government, Ofcom and HMRC to suppliers and tenants</li> <li>• Management of payroll and pension processing</li> <li>• Carrying out benchmarking and audit exercises to ensure value for money and proper application of funding.</li> </ul>				

<b>Core skills</b>	<p>The post holder should possess the following skill sets and competencies:</p> <p><u>Essential</u></p> <p>Professional accountancy qualification or relevant equivalent business qualification and experience</p> <p>Desire to take an active role in business improvement initiatives</p> <p>Methodical approach to work and strong attention to detail with excellent organisational and planning skills</p> <p>High level of numeracy and accuracy skills</p> <p>Excellent interpersonal and communication skills (verbal and written) and some line management experience</p> <p>Ability to build and maintain first class working relationships within MG ALBA and externally with stakeholders including tenants, suppliers and regulators</p> <p>Ability to prioritise workload, capability of working to tight deadlines and under pressure and possess resilience with a calm approach</p> <p>Ability to use own initiative and work unsupervised</p> <p>Ability to problem solve as required and anticipate issues in advance, providing solutions, recommendations, and escalation as appropriate</p> <p>Ability to be flexible and adopt an adaptable approach to a variety of situations within the work of the Finance/Business Affairs Team</p> <p>Strong presentation skills</p> <p>Experience of simple contract preparation and some exposure to basic contract law either through studies or experience</p> <p>Excellent IT skills and competency in the use of MS Office applications, in particular Excel</p> <p>Fluency in Gaelic; or a be a committed learner of Gaelic</p> <p><u>Desired</u></p> <p>Experience with Xero and Approval Max or an equivalent system such as Quickbooks</p>
<b>Time horizon</b>	Permanent