

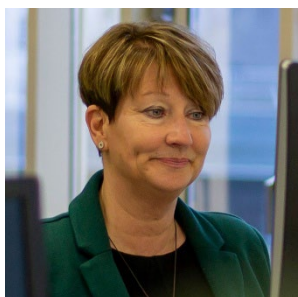


**mental welfare**  
commission for scotland

# Finance Manager

September 2026

# Job pack



## **Thank you for your interest in joining the Mental Welfare Commission for Scotland.**

We are committed to creating a workplace where people feel valued, trusted and supported, and where inclusiveness, collaboration and excellence are at the heart of everything we do. As you consider a career with us, I hope this recruitment pack provides a helpful introduction to our organisation, our values and the opportunities available.

The work of the Commission is both unique and vitally important. We exist to protect and promote the human rights of people with mental illness, learning disabilities and related conditions across Scotland. Our workforce plays a central role in delivering this purpose, helping to ensure that some of the most vulnerable people in our society are treated with dignity, respect and fairness.

We are operating in a period of significant change for the mental health landscape in Scotland, with major reforms under discussion and a growing focus on rights-based approaches. Alongside this, we are delivering an ambitious programme of work set out in our Strategic Plan. As a result, there has never been a more exciting time to join the Commission.

If you share our commitment to human rights, public service and making a positive difference to people's lives, I encourage you to apply. We welcome applications from people with diverse backgrounds, experiences and perspectives, and we look forward to learning more about what you could bring to our organisation.

**Julie Paterson**  
**Chief Executive**



**Looking for more than just your next finance role?  
Join us and use your financial expertise to support work  
that has a genuine and lasting impact.**

The Mental Welfare Commission for Scotland is looking for a motivated **Finance Manager** to lead our finance function and support the delivery of our mission to protect and promote the rights of some of Scotland's most vulnerable people.

Offering a high level of autonomy and influence, this role provides the opportunity to shape and strengthen financial stewardship across the organisation.

### **About the Role**

- Salary:** Up to £60,907 FTE (based on 35 hours per week)  
**Hours:** Part-time or full-time, with a minimum commitment of 21 hours (3 days) per week  
**Location:** Edinburgh with hybrid working arrangements

The Finance Manager oversees the Commission's financial management, payroll, and statutory compliance functions. Managing an annual budget of approximately £7 million, you will provide high-quality financial advice and act as the organisation's expert on all financial matters.

Working closely with the Head of Culture & Corporate Services, you will lead on:

- Financial reporting, analysis and advice to the CEO, executive leadership team and the Board
- Annual budget setting and multi-year forecasting
- Year-end accounts and external/internal audit
- Payroll and the annual pay award process in line with Scottish Government Pay Policy
- Financial controls, policies, procedures and risk management
- Procurement
- Managing the shared services arrangement with Scottish Government



## About You

We are looking for someone who brings:

- A professional accountancy qualification (ACCA, CIMA, ICAS or equivalent)
- Significant experience in public sector financial management
- Experience managing payroll and related processes
- Excellent analytical, communication and influencing skills
- The ability to work independently across a wide remit
- People management experience.
- A commitment to public sector values, integrity and continuous improvement

## What we offer

- Flexibility on contracted hours, subject to a minimum commitment of 21 hours/3 days per week.
- Hybrid working, with modern office and facilities in the centre of Edinburgh
- Generous annual leave and NHS pension
- Supportive, inclusive organisational culture with opportunities for professional development
- A meaningful role contributing to human rights and public service in Scotland

Visit our website to find more about the Commission and working with us:

[Work with us | Mental Welfare Commission for Scotland \(mwcscot.org.uk\)](https://www.mwcscot.org.uk)

## How to apply

Email [mwc.recruitment@nhs.scot](mailto:mwc.recruitment@nhs.scot) by midday on Friday 23 October 2026 with:

- Your CV
- Personal statement (maximum 2 sides of A4) demonstrating how you meet the essential criteria in the person specification
- Equal opportunities monitoring form



## **JOB DESCRIPTION**

|                               |                                                                                 |
|-------------------------------|---------------------------------------------------------------------------------|
| <b>Salary:</b>                | Up to £60,907 FTE (based on 35 hours per week)                                  |
| <b>Hours:</b>                 | Part-time or full-time, with a minimum commitment of 21 hours (3 days) per week |
| <b>Location:</b>              | Thistle House, Edinburgh, with hybrid working arrangements                      |
| <b>Reporting to:</b>          | Head of Culture & Corporate Services                                            |
| <b>Direct Reports:</b>        | Two Finance Officers (1.5 FTE)                                                  |
| <b>Budget Responsibility:</b> | Approximately £7 million                                                        |

### **1 Job Purpose**

The Finance Manager is the most senior finance professional within the Commission, responsible for delivering robust financial management, statutory compliance, payroll oversight, and strategic financial advice.

### **2 Role of the Mental Welfare Commission**

The Mental Welfare Commission for Scotland (the Commission) protects and promotes the human rights of people with mental illness, learning disabilities, dementia and related conditions. As an independent statutory body, we ensure that care, treatment and support are lawful, ethical and person-centered.

### **3 Key result areas – Summary**

#### **Financial Management & Reporting**

- Provide financial analysis and advice to the CEO, executive leadership team and the Board.
- Monitor and report on financial performance to the executive leadership team and to Scottish Government.
- Prepare year-end accounts and all supporting documentation for external audit.
- Attend and present at the Audit, Performance & Risk Committee.
- Ensure compliance with the Scottish Public Finance Manual (SPFM).
- Ensure action plans from audit reports are disseminated and actions are addressed ensuring compliance with best practice.

#### **Budgeting & Forecasting**

- Lead the annual budget planning process.
- Develop multi-year financial forecasts.
- Provide monthly actual and projected budget reporting across all main budget categories to the CEO, to Scottish Government and to Project Leads

#### **Payroll, Pay Policy & Remuneration**

- 
- Manage end-to-end payroll for all salaried and fee paid staff (jointly with the People & Organisational Development Team).
  - Lead the annual pay remit process in line with Scottish Government Pay Policy, prepare and submit all relevant returns to the Pay Policy unit
  - Advise staff on any pay and reward matters

### **Financial Controls, Governance & Procedures**

- Maintain and annually review all financial controls, policies and procedures ensuring in line with current legislation, best practice and the SPFM
- Oversee ledgers, reconciliations, accounts payable/receivable, and expenses.
- Liaise regularly with Scottish Government colleagues to ensure compliance with all Oracle related procedures
- Ensure procurement compliance and value for money.
- Manage financial risk.

### **Strategic Contribution**

- Act as senior financial adviser and subject matter expert.
- Contribute to business cases and strategic projects.

### **Shared Services & Systems**

- Manage the shared services arrangement with Scottish Government (Oracle).
- Ensure accurate and timely processing of transactions within SG prescribed timelines

### **Leadership & Team Management**

- Member of the Extended Leadership Team.
- Line manages the Finance Officers.
- Promote continuous improvement and strong financial stewardship.

## PERSON SPECIFICATION

| Heading               | Essential                                                                                                                                     | Desirable                                                                                       | Assessment Method (A / I) |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------|
| <b>Qualifications</b> | Professional accountancy qualification (e.g., ACCA, CIMA, ICAS) or equivalent.                                                                | Evidence of continuing professional development in public sector finance, audit, or governance. | A                         |
| <b>Experience</b>     | Significant experience in public sector financial management, including budget setting, monitoring, and reporting.                            | Experience working under a shared services arrangement.                                         | A/I                       |
|                       | Experience preparing year-end accounts and supporting internal and external audit processes.                                                  | Experience contributing to business cases or strategic projects.                                | A/I                       |
|                       | Experience managing payroll and related processes.                                                                                            |                                                                                                 | A/I                       |
|                       | Experience overseeing financial controls, reconciliations, ledgers, accounts payable/receivable, and expenses.                                |                                                                                                 | A/I                       |
|                       | Experience providing financial advice to senior leaders and contributing to organisational decision making.                                   |                                                                                                 | A/I                       |
|                       | Experience working largely unsupervised across a wide remit, acting as the organisation's senior financial adviser and subject matter expert. |                                                                                                 | A/I                       |
|                       | People management experience.                                                                                                                 |                                                                                                 | A/I                       |
| <b>Knowledge</b>      | Understanding of financial risk management and internal control frameworks.                                                                   | Knowledge of public sector procurement requirements and value for money principles.             | A/I                       |



|                               |                                                                                                                                                              |                                                                                               |     |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----|
| <b>Skills &amp; Abilities</b> | Excellent analytical and communication skills, with the ability to interpret complex financial information and present it clearly to non-finance colleagues. | Ability to identify and implement improvements to financial systems, processes, or reporting. |     |
|                               | Ability to produce accurate, timely financial reports and forecasts.                                                                                         |                                                                                               | A/I |
|                               | Ability to manage competing priorities and work independently with minimal supervision.                                                                      |                                                                                               | A/I |
|                               | Ability to build effective working relationships across teams and with external partners.                                                                    |                                                                                               | A/I |



## OTHER INFORMATION

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Benefits</b>                      | Full details of annual leave, pension and staff benefits can be found on our website here: <a href="https://www.mwcscot.org.uk/Work-with-us">Work with us   Mental Welfare Commission for Scotland (mwcscot.org.uk)</a>                                                                                                                                                                                                                                           |
| <b>Data protection</b>               | The information you provide in your application will be used to assist in the process of recruitment and selection in accordance with the Policy of the Mental Welfare Commission. If you are successful in your application the information you provide will be used for HR and Payroll purposes.                                                                                                                                                                |
| <b>Conflicts of interest</b>         | It is important to identify and minimise any conflicts of interest that could prevent staff from making fair and objective judgements, or could be perceived as doing so by people with lived experience and carers, practitioners and the public. Details are contained in the Commission's Conflict of Interest Policy. Please note that employees may not be members or employees of the Mental Health Tribunal for Scotland while working for the Commission. |
| <b>Probationary period</b>           | 3 months                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Disclosure Scotland</b>           | Level 2 Disclosure Scotland check                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>References</b>                    | Any offer of employment is subject to satisfactory references. Further details will be provided to successful candidates.                                                                                                                                                                                                                                                                                                                                         |
| <b>Occupational Health Screening</b> | Any offer of employment is subject to satisfactory Occupational Health clearance. Further details will be provided to successful candidates.                                                                                                                                                                                                                                                                                                                      |
| <b>Equal opportunities</b>           | The Commission is an equal opportunities employer.                                                                                                                                                                                                                                                                                                                                                                                                                |



## Our mission, purpose, and values



### Our mission

To be a leading and independent voice in promoting a society where people with mental illness, learning disabilities, dementia, and related conditions are treated fairly, have their rights respected, and have appropriate support to live the life of their choice.

### Our purpose

We protect and promote the human rights of people with mental illness, learning disabilities, dementia, and related conditions.

### Our priorities

To achieve our mission and purpose we have identified four strategic priorities:

- Challenge and to promote change • Focus on the most vulnerable
- Increase the impact of our work • Improve our efficiency and effectiveness

### Our activity

- Influencing and empowering • Visiting individuals • Monitoring the law
- Investigations and casework • Information and advice

### Our values

- Respectful • People of integrity • Compassionate
- Knowledgeable • Positive