



**Assistant Chief Officer  
Finance  
Glasgow City Health and Social  
Care Partnership**

Location: Commonwealth House,  
32 Albion Street,  
Glasgow G1 1LH

Job Reference: GLA14052

Closing Date: 23.59  
Wednesday 27 August 2025



Contents
Message from Pat Togher, Chief Officer
Recruitment Advertisement
About the Role: Job Description & Person Specification
Glasgow City Council – Describing Our Competencies – Leadership Family
Summary Terms & Conditions of Employment – NHS Summary
Terms & Conditions of Employment - Council
Guidance to Candidates: Recruitment Process, Timetable & How to Apply

We are recruiting for the position of Assistant Chief Officer – Finance, Glasgow City Health and Social Care Partnership. The recruitment and selection process for this position will be supported by our Recruitment Partner, Eden Scott.

Reflecting the joint nature of this appointment, the successful candidate will have the option of being appointed on the terms and conditions, including salary of either Glasgow City Council or the NHS.

Candidates are required to complete an online application from via Myjobscotland.

For shortlisted candidates, you should be aware the selection process will include a pre-interview assessment prior to a formal interview. Details of the pre-interview assessment will be discussed with shortlisted candidates.

If you experience any difficulties accessing or completing the online application via Myjobscotland, please contact John Leese, Principal HR Officer via email [John.Leese@glasgow.gov.uk](mailto:John.Leese@glasgow.gov.uk) or telephone 0739 213 3954.

## Message from Pat Togher, Chief Officer – Glasgow City HSCP



Dear Candidate

We are delighted to share this exciting and challenging opportunity of Assistant Chief Officer – Finance.

The Assistant Chief Officer – Finance role at Glasgow City Health and Social Care Partnership is vital in the long term vision of the Partnership in maintaining our strive that “**Communities will be empowered to support people to flourish and live healthier, more fulfilled lives, by having access to the right support, in the right place and at the right time**”.

This is an excellent opportunity for an exceptional individual who can evidence outstanding leadership qualities. We are seeking highly motivated leaders who have the skills, experience, and values necessary to direct and support our dedicated and committed staff. You will bring a fresh, forward-thinking and collaborative approach to the role.

Glasgow City Health and Social Care Partnership objectives and priorities are ambitious, demanding and exciting. Assistant Chief Officer – Finance is responsible for the delivery and management of the Finance function within Glasgow City HSCP including the preparation of the annual estimates and annual accounts process, acting with the delegated authority of the Chief Finance Officer.

If you are inspired by the challenges this opportunity offers and believe you have the necessary skills, experience and qualities we are seeking, we look forward to receiving your application.

Recruitment to this role is being supported by Eden Scott. Applicants are invited to contact Eden Scott in the first instance for further information about this role. **Contact: Sarah Gracie, Associate Director on 07999421314 or via email [sarah.gracie@edenscott.com](mailto:sarah.gracie@edenscott.com).**

I would like to take this opportunity to thank you for your interest in the position of Assistant Chief Officer – Finance.

Pat Togher  
Chief Officer  
Glasgow City HSCP

## Recruitment Advertisement

<b>Post Title:</b>	Assistant Chief Officer – Finance Glasgow City Health and Social Care Partnership
<b>Grade/Salary:</b>	NHS Band 8D: £103,764 - £108,206  Glasgow City Council: Grade 11 / LDR3b Salary: £104,402.32 - £118,643.51 per annum
<b>Tenure:</b>	Permanent
<b>Hours:</b>	NHS: 37 hours / Council: 35 hours
<b>Location:</b>	Commonwealth House, 32 Albion Street, Glasgow, G1 1LH

## About Us

Glasgow City Health and Social Care Partnership is the largest HSCP in Scotland. We deliver Health and Social Care services to the people of Glasgow and surrounds. Our lead partners are Glasgow City Council and NHS Greater Glasgow and Clyde, and we deliver all community health and social care services for children, adults and older people, along with homelessness and criminal justice services.

This work is directed by the Glasgow City Integration Joint Board, with the Council and Health Board delivering services through the Glasgow City Health and Social Care Partnership since April 2016.

Our vision for community health and social care services is to support people to flourish, work in partnership with people and organisations to transform services for the better and engage with communities to improve health and wellbeing.

Our medium to long-term vision is: "Communities will be empowered to support people to flourish and live healthier, more fulfilled lives, by having access to the right support, in the right place and at the right time."

With a gross expenditure of around £1.6bn and circa 12500 whole time equivalent staff we have an exceptional story to tell which is why we are seeking to appoint an exceptional individual to this important and challenging role.

Further information about Glasgow City Health and Social Care Partnership can be found on our website <https://glasgowcity.hscp.scot>.

## **The Role**

Glasgow City HSCP is seeking a dynamic and experienced finance leader to join its senior team as Assistant Chief Officer – Finance. This is a critical role within the organisation, reporting directly to the Depute Chief Officer - Finance and Resources (CFO) and acting as a key member of the Senior Management Team. The successful candidate will play a pivotal role in shaping and delivering the financial strategy of one of Scotland's largest and most complex health and social care partnerships.

The post holder will be responsible for the strategic and operational leadership of the finance function across the HSCP. This includes the development and delivery of the Integration Joint Board's (IJB) three-year financial strategy, the preparation of annual estimates and accounts, and the provision of expert financial advice to senior leaders. Acting with delegated authority, the Assistant Chief Officer will ensure robust financial governance, probity, and compliance with statutory requirements, while supporting service redesign and transformation initiatives.

This role demands a high level of strategic insight, analytical capability, and the ability to influence decision-making at the most senior levels. The successful candidate will lead the development of financial plans aligned to savings targets, oversee the production of business cases for capital planning and service reform, and ensure that financial risk is effectively managed. They will also play a key role in performance management, value for money assessments, and the safeguarding of public funds.

Applicants must be qualified accountants (CCAB, CIMA or equivalent) with significant senior-level experience in a large, complex organisation—ideally within the NHS or local government. A strong track record in financial strategy, governance, and collaborative working is essential, as are excellent communication, leadership, and influencing skills. The ability to operate effectively in a politically sensitive environment and to lead teams through change is also crucial.

This is an exciting opportunity to make a significant impact on the financial sustainability and strategic direction of Glasgow City HSCP. If you are a values-driven leader with a passion for public service and the skills to deliver excellence in financial management, we would be delighted to hear from you.

**Contact: Sarah Gracie, Associate Director on 07999421314 or via email - [sarah.gracie@edenscott.com](mailto:sarah.gracie@edenscott.com)**

## Key Dates

- **Application Closing Date:** 23:59 Wednesday, 27 August 2025
- **Preliminary Assessment Stage:** Begins week commencing 1 September 2025
- **Interviews:** Begins week commencing 15 September 2025

**Application Process:** Candidates are invited to contact our Recruitment Partner Eden Scott in the first instance. Thereafter, candidates are invited to apply via Myjobscotland.

Reasonable adjustments are offered throughout all stages of the recruitment process. For further information or support, please contact John Leese, Principal HR Officer via email [John.Leese@glasgow.gov.uk](mailto:John.Leese@glasgow.gov.uk) or telephone 0739 213 3954.

## JOB DESCRIPTION

<b>Job Identification</b>	
<b>Job Title:</b>	<b>Assistant Chief Officer – Finance</b>
<b>Responsible to:</b>	<b>Depute Chief Officer (CFO), Glasgow City HSCP Glasgow City Integration Joint Board</b>
<b>Directorate:</b>	<b>Glasgow City Health and Social Care Partnership</b>
<b>Last Update:</b>	<b>April 2025</b>
<b>Job Purpose</b>	
<ul style="list-style-type: none"> <li>• Is responsible for the delivery and management of the Finance function within Glasgow City HSCP including the preparation of the annual estimates and annual accounts process, acting with the delegated authority of the Depute Chief Officer - Finance and Resources.</li> <li>• Lead the planning, development and delivery of the IJB's three-year financial strategy.</li> <li>• The ACO Finance is the deputy Accountable Officer for financial management and administration of the IJB. The ACO Finance responsibility includes assuring probity and sound corporate governance.</li> <li>• Provide expertise and advice on essential financial management information, including strategic, operational financial and governance matters to the senior management team in a time critical manner. This includes the Joint Financial Frameworks to support the Strategic plan.</li> <li>• To lead the development and implementation of financial plans in line with the saving targets set along with guidance to inform the preparation of the financial plans.</li> <li>• To participate in the implementation of business change across the Partnership, developing business cases as the Partnership, Health, and Council reforms, ensuring that objectives are achieved, and resources are secured and organised.</li> <li>• To initiate and develop clear outcomes for the business-critical issues facing the HSCP including the development of business cases for capital planning, service redesign and financial risk management.</li> </ul>	
<b>Dimensions</b>	
<p>The ACO Finance is:</p> <ul style="list-style-type: none"> <li>• a key member of the Senior Management Team, helping it to plan, develop and implement business strategy.</li> <li>• responsible for developing and delivering the finance function and technical care service of the HSCP.</li> <li>• must be actively involved in, and able to bring influence to bear on, business decisions to ensure immediate and longer-term financial implications, opportunities and risks are fully considered; and</li> <li>• must promote and deliver good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.</li> </ul>	
<b>Organisational Position</b>	
<b>See Appendix 1</b>	

## Key Result Areas

### Developing and implementing Organisational Strategy

- Establish a process of regular in-year reporting and forecasting, reporting progress to the Chief Officer with management accounts for both arms of the operational budget and for the Integration Joint Board as a whole.
- Develop business cases for the resources of the Integration Joint Board in line with the method set out in the integration scheme, acting with the delegated authority of the Chief Officer: Finance and Resources.
- Work collaboratively with the Partnership Senior Management Team to achieve the objectives of the Partnership.
- Identify priority areas for action and contribute to policy development to address these in the short, medium and long-term in a way which draws on a sound theoretical base and personal experience and knowledge of financial management.
- Report progress to the Depute Chief Officer - Finance and Resources regarding co-ordination of efforts within the Partnership to improve health, reduce inequalities, improve health and social care services, and increase social inclusion based on the user's journey.

### Responsibility for Financial Strategy

- Act with the delegated authority of Depute Chief Officer - Finance and Resources in the compilation of the IJBs financial strategic plan and annual revenue budget.
- Provide expert advice on policy, legislative and accountancy developments.
- Production and management of the Partnership's Financial Plans in terms of processes and outcomes ensuring compliance with relevant regulations and local and national requirements and timescales.
- Liaise and provide finance advice and guidance on aspects of planning and performance within the Health and Social Care partnership.
- Lead the implementation of Service redesign projects in conjunction with the Depute Chief Officers, Chief Officer and Heads of Service
- Lead and implement Financial Planning for all areas of the IJB.

### Influencing Decision Making

- Working with the Depute Chief Officer - Finance and Resources, to ensure effective liaison and working relationships with all financial functions within the Health Board, Council and other partnerships.
- Contribute to relevant wider NHS, Council and Community Planning Partnership Strategy, overseeing the provision of a robust and effective management accounting service with key service delivery units from partner organisations.
- Lead the financial component of delivery of a comprehensive and coherent performance management system, facilitating real performance improvement across the Partnership, reducing duplication and delivering excellence in governance.

### Financial Information for Decision Makers

- Initiate and deliver professional, consistent and appropriate financial management across the Partnership, in line with statutory accounting guidance and regulations.
- Value for Money
- Monitor and advise on the strategic financial implications/considerations of Best Value.
- Safeguarding Public Money
- Lead in the development of financial governance, control and compliance, operational management of risk, insurance and deliver a comprehensive financial management system for the Health and Social Care Partnership, acting on behalf of the Depute Chief Officer - Finance and Resources when required.

### **Assurance and Scrutiny**

- Oversee on behalf of the Depute Chief Officer - Finance and Resources the preparation, planning, monitoring, co-ordination and completion of the annual closure of the Partnership's accounts and the production of the annual financial statements, ensuring compliance with statutory reporting requirements.
- Act as point of contact with the External Auditor in respect of the audit of the financial statements and liaising with them during this process.
- Ensure that Financial Risk Management is properly addressed within the Integration Joint Board.

### **Systems**

Responsible for overseeing the design and continued development of reporting processes and systems within Financial and Performance Management to ensure efficient and effective reporting.

Oversees a range of financial and other reporting software products to ensure the timely and accurate provision of complex financial and supporting information to HSCP Management e.g.:

- Advanced reporting software (Business Objects and Sharepoint)
- Interrogation and reporting facilities within the main financial system
- MS Office packages (Word, Excel, PowerPoint, Access and Outlook)
- Supplementary systems such as the National Payroll Data Query

Use of a computer for analysis, interrogation, preparation of financial reports and controls and communication/emails.

### **Most Challenging/Difficult Parts of the Job**

The post holder is expected to work autonomously using a high degree of initiative and is required to interpret policies and strategies to ensure that all resource implications are taken into account within the strategic planning of the HSCP.

The post holder will provide critical input and work hand in hand with the HSCP Management Teams, which will include advice, support and guidance on all financial matters in line with corporate financial frameworks and governance arrangements.

1. The post holder will provide critical advice, support and guidance on all financial matters to the Glasgow HSCP Management team and play a key role in overall strategic planning in line with corporate financial frameworks and governance arrangements including the setting, monitoring and reporting of performance against targets in conjunction with Heads of Planning.
2. Analytical and judgemental skills are required to deal with highly complex facts or situations, which require the analysis, interpretation and comparison of a range of options. Examples include:
  - The need to take financial decisions where there is no precedent and where leading opinions may conflict such as the introduction of the new national pharmacy contracts.
  - The setting and monitoring of multiple targets and objectives.
3. Plans for projects that impact across the HSCP, including:
  - Impact of major service redesign including significant inpatient bed reviews and cost efficiency and savings programmes.
  - Modelling prescribing trends and impact from national and local initiatives through participation in key national groups and is required to plan activities to ensure that monthly, quarterly and annual financial deadlines are met.

Develops medium and long term financial strategy, through future cost modelling and incorporation of costing for future service developments taking into account uncertainty and risk factors.

## Communications and Relationships

Clear and persuasive communication will be required within a range of settings from contentious information communicated on a one to one basis to presentations of highly complex information to large groups (internal and external). This will be through a range of different media, including verbal, written reports, and presentations.

The post requires excellent relationship skills to enable highly complex information to be shared and a course of action to be agreed with group members/senior managers.

### INTERNAL

- IJB Committee - to ensure that there is clear understanding of the HSCP financial position. Support will be provided to allow members to be most effective in taking appropriate decisions such as agreeing budgets.
- Glasgow City HSCP Senior Management Team - to advise and where necessary persuade senior managers over highly complex and sensitive financial issues and to ensure that robust financial systems and the required level of support are available to them in order to achieve required financial targets and to provide guidance on financial issues and ensure financial objectives are being met.
- Sector Heads of Planning and Performance to ensure that the performance process operates to the required standard.

### EXTERNAL

- Local Authorities (Glasgow City and five other LAs), providing finance support to the interface with the major element being the link to the Social Work department including performance management staff to negotiate over significant cost/service issues.
- Scottish Government & NHS National Services Scotland to negotiate specialist regional/national care group services e.g. Adolescent and Forensic services.
- Other Health Board Directors/HOFs.
- PC Contractors & National Finance PC Network.
- Other Bodies as required (e.g. public involvement/local community groups, voluntary organisations and private providers in relation to financial issues).

## Physical, Mental, Emotional and Environmental Demands of the Job

### Physical

Advanced keyboard skills are required for manipulation of complex financial data, the creation of reports and financial analysis.

Computer skills required for using standard MS Office software including email.

### Mental

Frequent requirement for multi-tasking as part of this role.

In addition to strict deadlines, the work is often unpredictable with numerous interruptions and requirements for concentration to deal with matters such as complex/urgent issues arising simultaneously alongside regular tasks.

There is an occasional requirement for prolonged concentration when, for example, analysing complex data, statistics and during the preparation of financial returns.

### Emotional

Required to deal with distressing circumstances, primarily due to pressure of timetables and staff management responsibilities e.g. staff performance, disciplinary and sickness management within own team.

Required to provide objective financial guidance in times of service redesign and financial pressures that may conflict with ability of service to meet perceived patient needs.

### **Environmental**

Compliance with health & safety/risk management policies both within normal office environment and when travelling to and attending meetings within various HSCP sites. There is a frequent requirement to travel between sites to attend meetings

### **Disclosure**

In line with the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003, you are required to declare all convictions defined as 'unspent' in terms of the Act as the post is classified as an 'excepted post'.

Prior to any offer of appointment, the Council or Health Board will undertake either a Standard or Enhanced or PVG/Disclosure check.

### **Competencies**

This recruitment, selection, performance management and personal development processes are underpinned and managed within a competency framework of knowledge, skills and behaviours.

The job holder will be expected to evidence knowledge, skills and behaviours as described within the Competency Framework.

### **Politically Restricted Posts**

This post is politically restricted in accordance with the Local Government and Housing Act 1989. Accordingly, in accepting this appointment, you will be disqualified from becoming or remaining a member of a local authority, the Scottish Parliament or House of Commons from undertaking certain political activities as defined in regulations introduced from time to time by the Secretary of State for Scotland. A copy of Glasgow City Council's Policy on Politically Restricted Posts will be made available to the post holder.

### **General**

The duties and responsibilities contained within this Job Profile should be regarded as neither exclusive nor exhaustive as the job holder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Job Profile will be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

## Person Specification

### Assistant Chief Officer – Finance, Glasgow City Health and Social Care Partnership

Qualifications/Professional Membership	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Degree in a relevant subject or equivalent qualification.</li> <li>• Membership of a CCAB professional body, CIMA or overseas equivalent.</li> <li>• Evidence of continuing, relevant, professional and personal development.</li> <li>• Extensive experience in a senior role within a complex or multi-agency / disciplinary financial management environment, with practical experience of applying strategic planning and performance tools.</li> <li>• Experience of overseeing the production of annual accounts for a large/complex organisation.</li> <li>• Leadership and influencing skills.</li> <li>• Proven track record in collaborative working that produces results within dynamic, and participative decision-making environments.</li> <li>• Proven track record in developing structures and systems to support the attainment of organisational goals.</li> <li>• Managerial competencies including excellent team-working, experience of managing staff, negotiation and communication skills and strong decision-making skills.</li> <li>• Experience of working/ function at a strategic level within an organisation, with strong persuasive and influencing skills and the ability to present ideas and proposals effectively at a senior level.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Management qualification.</li> <li>• Experience of working at a senior level in a political environment within health service and/or local authority.</li> </ul>
Skills and Knowledge	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of relevant policy change in Scotland, particularly in relation to the business support element of health and social care.</li> <li>• Detailed knowledge of development agenda facing Health and Social Care Partnerships.</li> <li>• Comprehensive knowledge of tools and techniques for strategic financial support and development.</li> <li>• Critical appraisal skills.</li> <li>• Highly effective numeracy/ data interpretation, analysis and presentation skills.</li> <li>• Demonstrable and facilitative leadership skills.</li> <li>• Excellent communication and inter-personal skills, including sensitivity, tact and political astuteness.</li> <li>• Honesty, integrity and with high professional standards</li> <li>• Self-starter.</li> <li>• Values driven.</li> <li>• Team player.</li> <li>• Ability to work on own initiative.</li> <li>• Record of continuous professional development (CPD).</li> </ul>

## **NHS Greater Glasgow and Clyde Core Leadership Competencies**

This post requires an individual who demonstrates a high level of competency in the leadership behaviours identified as essential to this post:

### **1. Strategic focus**

Identifying long-term goals and championing their implementation

### **2. Collaborative/partnership working**

Effective working and collaborating with others towards a common purpose or goal

### **3. Achieving results and making decisions**

Challenging, pushing the organisation and themselves to excel and achieve and make good decisions in a timely and confident manner

### **4. Influencing and persuading**

Convincing others to adopt a course of action

### **5. Managing change**

Taking action to support and implement change and improvement initiatives effectively

### **6. In-depth problem solving and analysis**

Solving difficult problems through careful and systematic evaluation of information, possible alternatives and consequences

### **7. Quality improvement**

Seeking opportunities to improve current processes, systems and methods to promote reliability, quality and efficiency of output

### **8. Managing self, others and resources**

Developing, directing and leading others to accomplish organisational goals and objectives

### **9. Leadership insight and impact**

The ability to acknowledge and understand feelings in ourselves and others to discriminate among them to guide ones thinking and actions

### **10. Relationship management**

Developing and maintaining positive relationships with individuals both inside and outside their work group

You are encouraged to access and review the NHS Greater Glasgow and Clyde core leadership competency framework to support your application and any subsequent assessment activities.

## **NHS SCOTLAND VALUES**

- Our values are:
- Care and Compassion
- Dignity and respect
- Openness, honesty and responsibility
- Quality and teamwork

Embedding these values in everything we do will help to make our vision a reality. In practice, we need to:

- Demonstrate our values in the way we work and treat each other
- Use our values to guide the decisions we take
- Identify and deal with behaviours that don't live up to our expectations
- Be responsible for the way we work and not just the work we do.
- All our leaders will lead by example supporting our Equality and Diversity programme particularly our zero tolerance to any behaviours of a discriminatory nature.

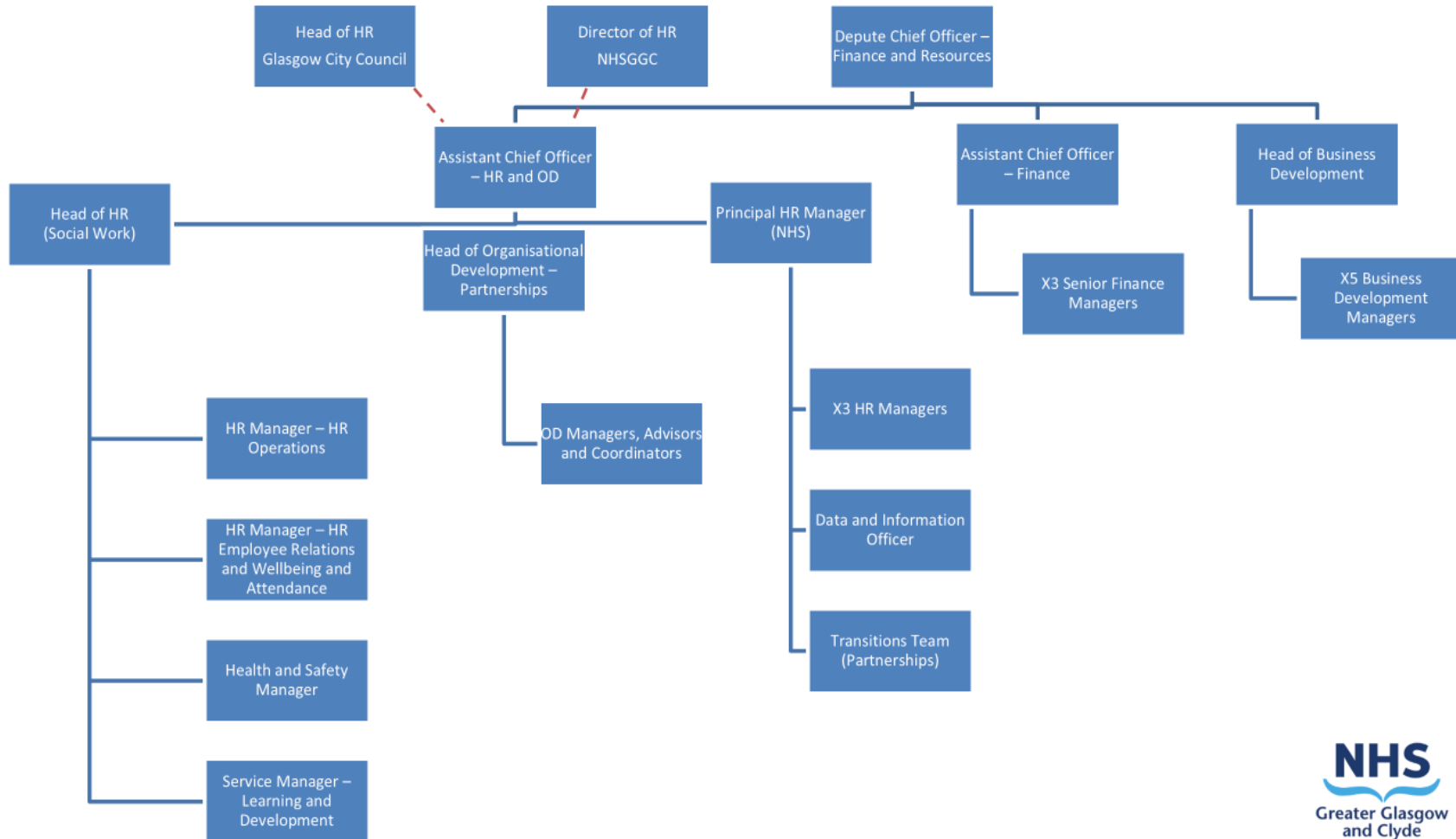
## Glasgow City Council Competency Requirements

Glasgow City Council Leadership Competency Framework can be found on the following link - <https://www.glasgow.gov.uk/media/2662/Leadership-Competencies/pdf/resE53D2FB5DCBC4B97B679BC8AADE513B4.pdf?m=1675252158243>

The framework contains detailed descriptions of each leadership competency and the levels that can be attained within each competency. Details of each competency for the position of Assistant Chief Officer – Finance have been outlined below:

Competency Based Framework	
Competency	Level
Self belief	3
Self awareness	3
Self management	3
Drive for improvement in Public Services	3
Personal integrity	3
Seizing the future	3
Intellectual flexibility	3
Broad scanning	2
Contextual astuteness	3
Drive for results	4
Leading change through people	4
Holding to account	3
Empowering others	3
Effective and strategic influencing	3
Working effectively with others	2

# Glasgow City HSCP Finance and Resources Team Structure



## Summary Terms and Conditions

### Assistant Chief Officer – Finance, Glasgow City Health and Social Care Partnership

The offer process for the successful candidate will include a discussion on whether the candidate may opt to be employed under NHS terms and conditions or under Council conditions of service. The following sections outline the employment package applicable to NHS Greater Glasgow and Clyde and Glasgow City Council.

#### 1. NHS Greater Glasgow and Clyde summary terms and conditions

The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement.

This is a full time appointment (37 hours per week).

The successful applicant will be subject to pre-employment checks including: Satisfactory References (one of which must be from your current or most recent line manager), Pre- Employment Health Assessment, Evidence of Qualifications (as outlined in the Person Specification), Confirmation of Right to Work in the UK and Identity check and where applicable to the post a Disclosure Scotland Criminal Records Check/Protection of Vulnerable Groups Scheme Membership.

The terms and conditions for this post are set by direction of Scottish Ministers under the arrangements in place for Executive and Senior Managers Pay within NHS Scotland.

**Grade: Band 8D: £103,764 - £108,206**

#### Hours of Duty

The set hours of work are **37** per week; however, the number and pattern of hours will reflect the demands of the post. There is no contractual right to additional pay or time off in lieu for additional hours. This will not affect individual rights under the Working Time Directive.

#### Tenure

This is a full time, permanent position.

#### Superannuation

All employees are automatically enrolled in the Scottish Public Pension Agency Scottish Public Pensions Agency

#### Motor Vehicle Provision

Where there is a job requirement, a vehicle may be offered. The arrangements will be determined by the Remuneration Sub-Committee in accordance with the leased car provisions for staff on Executive Managers' pay arrangements.

#### Location

For employment purposes, your base will be Commonwealth House, 32 Albion Street, Glasgow, G1 1LH. The post will inevitably require you to travel regularly throughout the Board's area and within Scotland. Less frequently you will require travelling further out with Scotland. Home to work expenses will be met by the post holder but all other travel expenses incurred as a result of your employment will be reimbursed by the Board.

#### Removal Expenses

Reasonable removal expenses in line with the Board's policy will be payable, should the Board require you to move home. This will be discussed with you, as part of an offer of employment.

#### Annual Leave

The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 Days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable.

## 2. Glasgow City Council Conditions of Service

This is a full time appointment (35 hours per week).

The successful applicant will be subject to pre-employment checks including: Satisfactory References (one of which must be from your current or most recent line manager), Pre- Employment Health Assessment, Evidence of Qualifications (as outlined in the Person Specification), Confirmation of Right to Work in the UK and Identity check and where applicable to the post a Disclosure Scotland Criminal Records Check/Protection of Vulnerable Groups Scheme Membership.

### Grade: Grade 11 / LDR3b

### Salary: £104,402.32 - £118,643.51 per annum

The starting salary will be part of the formal offer of employment. Progression through the points within the grade is not automatic and is dependent on evidence derived from the role profile of satisfactory attainment of the skills, qualifications and competencies required. However, progression, although not automatic, would ordinarily be expected and supported.

### Hours of Duty

The set hours of work are **35** per week; however, the number and pattern of hours will reflect the demands of the post.

### Contractual Status

This post is permanent in nature.

### Pension Scheme

Where a contract of employment is for 3 months or more you can join the [Strathclyde Pension Fund Scheme](#)

- It is a 'career average revalued earnings (CARE) scheme', meaning your pension is based on a career average basis when you retire from the Council.
- It includes Death in Service benefits of 3 times salary.
- Contribution rates is based on your salary, details of current rates can be found here <https://www.spfo.org.uk/>. Your employer pays the rest of the cost of providing your benefits. This amount varies but it's always enough to make sure your pension can be paid and will be at least 19.3% of your pay.
- You get tax relief on your contributions - the tax you pay on your salary is calculated after your pension contributions are deducted.

### Place of Employment

Your normal place of work will be Commonwealth House, 32 Albion Street, Glasgow, G1 1LH. The Chief Officer has the discretion to place you in any location within their control. You will not be required to work outside the UK for a period of more than one month during the term of your employment.

### Annual Leave and Public Holiday Entitlement

Employees are entitled to 26 days (or 182 hours) annual leave on appointment, rising to 29 days (or 203 hours) after five years' continuous service with the Council (or with another local authority which is reckonable for annual leave purposes).

In addition, you will be entitled to 12½ days (or equivalent hours) paid public holidays each year. For alternative working patterns, the equivalent public holiday entitlement will be applied. The leave year runs from 1 January to 31 December.

### Other Terms and Conditions of Service

For more details on benefits of working for Glasgow City Council and further details of the Council's Terms and Conditions, please visit <https://glasgow.gov.uk/article/5005/HR-Policies>

**Guidance to Candidates**  
**Recruitment Process, Timetable and How to Apply**

The recruitment and application process for this post is being jointly managed by Glasgow City Council and NHS Greater Glasgow and Clyde on behalf of Glasgow City Health and Social Care Partnership, with support from Recruitment Partner Eden Scott.

- Outlined below are key timescales within this recruitment campaign. All candidate applications will be acknowledged and treated in the strictest of confidence.
- The Job Description and Person Specification is designed to inform potential applicants on the essential and desirable criteria which are sought in the appointment of the Assistant Chief Officer – Finance, Glasgow City Health and Social Care Partnership.
- The selection process for shortlisted candidates will include a Preliminary Assessment Stage, which will involve several assessment tools including occupational psychometric assessments. Further details as to assessment content, arrangements and timescales will be discussed with shortlisted candidates.
- Following the preliminary assessment stage candidates will be asked to attend a Value Based Competency Interview designed to assess knowledge, skills, experience, professional competence and leadership behaviours in relation to the criteria set out in the Person Specification. The interview will include a presentation.
- The results of all stages of the recruitment process will be kept confidential and restricted to only those who have direct responsibility for the decision making in the recruitment to this post.

Candidates should note that it may not always be possible to offer alternative dates for preliminary stage assessments or interviews.

Please note the dates below - these dates may be subject to change.

Recruitment Stage	Expected Date
Recruitment Advertising Campaign opens	Friday 8 August 2025
Advert Closing date for return of applications	23:59 Wednesday 27 August 2025
Shortlisted candidates will be invited to participate in a preliminary assessment stage, expected to commence shortly after the shortlist has been agreed expected week commencing 1 September 2025. Full details of the preliminary assessment process and interview arrangements will be covered with shortlisted candidates.	
Panel Interview: Panel interview will include a value based competency interview and presentation	Week commencing 15 September 2025