

Business Support Manager (Finance, Procurement & Payroll)

The Scottish Information Commissioner enforces and promotes freedom of information (FOI) law. The Business Support Team plays a vital role in enabling the Scottish Information Commissioner to fulfil their duties by ensuring the organisation operates effectively and efficiently. The team is responsible for the full range of corporate functions, including governance, finance, information management, risk, health and safety, human resources, procurement, contracts, and IT.

The Business Support Team consists of five members and is led by the Head of Business Support who has overall responsibility. The team includes two Business Support Managers, who provide operational oversight and guidance, and two Business Support Administrative Officers, who deliver day to day operational and administrative support

The post holder plays a vital role in ensuring that financial operations are accurate, compliant, and efficient, while also contributing to proactive forecasting, identifying risks and opportunities, and supporting strategic decision making across the organisation.

This is a key role within the Business Support Team, responsible for leading and managing the organisation's finance function at an operational level. This includes oversight of procurement, payroll and pensions, contracts, purchase to pay processes, workforce planning, finance related records management, audit, and reporting.

You'll bring:

- Significant experience in managing finance functions within a public sector or comparable organisational environment.
- Proven track record in procurement and end to end purchase to pay processes.
- Experience in managing payroll and workforce planning activities.
- Strong knowledge of public sector (or other comparable organisation) financial regulations, procurement legislation, and audit requirements.
- Excellent interpersonal and communication skills (written, verbal, and digital).
- Education to Higher level/SVQ 3 or equivalent or have equivalent experience, skills and knowledge.

We offer

- Interesting, challenging and varied work
- Inclusive and supportive team culture
- Strong leadership and management support
- Comprehensive onboarding and induction programme
- Competitive salary £45,428 (gross p.a.) FTE on a scale rising to £54,166 (gross p.a.) FTE
- Work location in St Andrews, Fife but some hybrid working may be possible
- Flexible working arrangements (applications on a job share basis are welcome)

To apply, you must complete an application form and submit this to us by **Noon on Wednesday 29 October 2025**. You should use the application form in our application pack (CVs will not be considered).

The application pack also includes a Job Description and Person Specification and a summary of the main terms and conditions of employment (for information only). Security clearance is required for this post. For more information on the security clearance and pre-employment checks (identity and right to work in the UK, Basic Criminal Records Check), location of work, references, data protection, equal opportunities and the evidence of the skills, knowledge and experience that you will need to provide please see the Job Description and Person Specification.

Download the application pack from: [Current vacancies | Scottish Information Commissioner](#)

Or contact us:

Email: recruitment@foi.scot

By post: Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
KY16 9DS

Closing date for applications: **Noon on Wednesday 29 October 2025.**

If you are successful at the application stage and invited to interview, interviews will be held at the Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, KY16 9DS.