

Business Support Administrative Officer (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 role is primarily responsible for ensuring efficient operational support for the finance and procurement function, including payroll, contracts, purchase to pay processes, workforce planning, records management, audit and reporting. The role will involve maintaining accurate records, contributing to the preparation of reports, and ensuring compliance with financial policies and procedures. Working proactively and using initiative, the post holder will contribute to proactive forecasting and strategic planning in collaboration with the Business Support Manager. This role will also contribute to the smooth running of the day-to-day activities of the wider Business Support Team, providing cover across other areas when required and supporting organisational projects aimed at improving systems, processes, and efficiency.

You'll bring:

- Experience in providing administrative support in a finance, procurement, payroll, or contracts environment.
- Demonstrable experience in processing purchase to pay transactions such as managing supplier payments.
- Experience in supporting payroll processes, including collating and checking information for accuracy.
- Strong numerical skills and attention to detail.
- Experience in using finance or procurement systems and Microsoft Office applications, particularly Excel.

We offer

- Interesting, challenging and varied work.
- Inclusive and supportive team culture.
- Strong leadership and management support.
- Comprehensive onboarding and induction programme.
- Competitive salary £31,514 (gross p.a.) FTE, on a scale rising to £34,066 (gross p.a.) FTE
- Work location in St Andrews, Fife.
- 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 Tuesday 16th December 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 Tuesday 16th December 2025**

Interview dates: **Week commencing 12 January 2026** (Held at our address above)

If you would like to discuss this role prior to applying, please contact us on 01334 464610 and ask for Lynn Balfour (Head of Business Support) or Tanya Gardner (Business Support Manager – Finance Procurement & Payroll).