**Finance**

The Finance Directorate is responsible for overseeing the organisation's financial management and strategy, providing expert advice and professional services to the University Executive Office and to the wider Academic Partnership.

The Senior Credit Controller will play a dynamic role within the Financial Accounts team, a fast-paced, front-line department that delivers top-tier support and strategic guidance to key stakeholders. The team is crucial in driving the seamless and accurate processing of both income and expenditure, all while ensuring compliance with statutory regulations. This is an exciting opportunity to be at the heart of financial operations, making a direct impact on financial success and supporting growth every step of the way.

**Senior Credit Controller**

This exciting role will take charge of overseeing and managing the credit control function within the organisation, ensuring the timely collection of outstanding debts and minimising company risk. You’ll play a key part in enhancing short-term cash flow and maintaining financial stability. Collaborating closely with the finance team, other departments, and liaising with both student and commercial customers, you’ll drive accuracy and efficiency throughout the credit control process. Your expertise will be crucial in ensuring strict adherence to UHI Financial Regulations and Debt Management policies, making a significant impact on the company’s financial health and operations.

A detailed job description and person specification for the post are attached.

Applicants with informal questions are encouraged to contact Carol Dixon – Senior Financial Accountant, by email to carol.dixon@uhi.ac.uk.

**Pay and Benefits**

This role is linked to grade 6 on the UHI payscale.

The starting salary for this position will normally be in the range £34,638 to £36,748 per annum. For exceptional candidates a higher salary up to the top of the grade (currently £40,157 per annum) may be available.

We offer a hybrid working model (with a minimum two days per week office based) but are open to considering alternative models for outstanding candidates.

This post is full time and will involve working 35 hours per week on a working pattern as agreed with your line manager.

The workplace pension scheme we provide to workers at grade six and above is the Universities Superannuation Scheme (USS). This is a qualifying pension scheme, which means it meets or exceeds the government’s standards. Full information on the scheme can be found at <http://www.uss.co.uk/Pages/default.aspx>

Full-time posts carry a total of 39 days leave per annum (pro rata for part-time posts). It is practice that, with the exception of a Christmas and New Year closure, leave may be taken at any time of year, subject to the requirements of the post and department and with the permission of your line manager.

**Recruitment Process**

When completing the application form please ensure that you clearly evidence how you meet the selection criteria identified on the relevant person specification.

**The deadline for submitting your application is Sunday 23rd March at 11.59pm.**

**Shortlisting will take place the week commencing Monday 24th March.**

**Interviews will be held week commencing Monday 31st March.**

If you have any queries regarding our recruitment and selection process, or if you would like to request any reasonable adjustments to either the recruitment process or the prospective job, please contact the [HR team](mailto:personnel@uhi.ac.uk) as soon as possible.