# Hosting Proforma

Ards and North Down Borough Council

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Christine Robinson

 Name

 Organisation/

Finance – Corporate Services

 Department

City Hall

The Castle

Bangor

BT20 4BT

 Address

 Telephone Fax number

0300 013 3333

 Number

christine.robinson@ardsandnorthdown.gov.uk

 E-mail

Type of Opportunity

Fixed term **secondment** – Capital Accountant – Until 30 June 2026 and may be extended

**2. Details of hosting opportunity**

 Description of opportunity

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| Ards and North Down Borough Council is seeking a **Capital Accountan**t. This is a fourth tier post in the organisation, reporting to the Head of Finance.The person appointed will be responsible for the provision of capital accounting services including contributing to the capital budgeting processes, report writing, fixed asset accounting, supporting project boards in the management of projects and the treasury management function.Full job description is attached at Annex A. |

 Main objectives of the opportunity

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| 1. Strategic Capital Accounting Management Information.
2. Preparation of the Capital budgets and associated Prudential Capital Financing responsibilities and subsequent budgetary control reporting.
3. Maintain finance business partnering support for directorates (eg. attending Capital Project Board Meetings, support in business case development).
4. Fixed Assets (including maintenance of the Council’s Fixed Asset Register, supervision of the Service Asset Registers and periodic physical verification of assets).
5. Management of Treasury Function.
6. Liaison with statutory, regulatory and professional bodies (eg. Land and Property Services, Local Government Policy Division, CIPFA).
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| Professional Accountancy Qualification (ACCA, CIPFA, CIMA, ICAEW, ICAI, ICAS or equivalent).At least 1 years’ relevant capital accounting experience, to include * preparation of capital budgets and budgetary control
* providing professional financial advice and information.
* fixed assets accounting
* managing a treasury function
* Excellent knowledge and use of spread sheets, including use of complex formulae and techniques.
* Able to provide workable solutions to problems.
* Good communicator.
* Able to work with the minimum of supervision and meet deadlines.
* Strong data analysis skills.
* Attention to detail.
* Leadership skills.
* Strong ability to work flexibly – managing changing and competing priorities and absorbing new information rapidly to address complex issues.
* Strong ability to build effective working relationships with internal and external stakeholders at all levels, to work collaboratively to achieve objectives.

Access to a suitable form of transport |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Head of Finance – Stephen Grieve |

 Who will be the individual’s line manager and/or reporting officer?

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| --- |
| Head of Finance – Stephen Grieve |

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 individual and their organisation.

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| The Council is starting on a project to replace it’s financial management system and is looking to cover this key role as the current post holder will be involved in software project.This is an excellent development opportunity for someone wanting to gain experience in a management role within local government and to develop skills in the area of capital budgeting, project management, fixed asset accounting and treasury in an organisation with a £200M capital programme.  |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: As soon as possible**Duration**: 4. Expected to last up until 30 June 2026, with the possibility of an extension subject to the agreement of all parties.**Location**: Town Hall, Bangor BT20 4BT, with hybrid working arrangements available.**Funding**: Council funded post**Salary**: The Council will meet the salary costs. The salary range is PO7 which is £52,573 to £55,790 per annum starting at £52,573 per annum**Further information**: Please contact Christine Robinson in Human Resources by email at: christine.robinson@ardsandnorthdown.gov.uk or by Tel on: 0300 013 3333.**Closing Date:** Applications (with appropriate sign-off) must be submitted by **5.00pm on Friday 31 May 2024** to**:**  **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net** **For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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**Signed:**

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| **13 May 2024** |

**Date:**

JOB DESCRIPTION

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| --- | --- |
| **Job Title:** | Capital Accountant |
| **Directorate:** | Corporate Services |
| **Department:** | Finance |
| **Location:** | City Hall, Bangor |
| **Reports To:** | Head of Finance |
| **Responsible for:** | 2 direct reports - Assistant Accountant and Capital Project Accountant |
| **Salary Scale:** | PO7, SCP 44 - 47 |
| **Car user status:** | Casual |

**PURPOSE AND FUNCTION OF THE POST**

To assist in ensuring that financial services to the Council are delivered efficiently, effectively and in a confidential manner.

The person appointed will be responsible to the Head of Finance for the provision of capital accounting services including contributing to the capital budgeting processes, report writing, fixed asset accounting and supporting project boards in the management of projects.

**SERVICE UNIT RESPONSIBILITIES**

The services falling within the remit of this post will vary from time to time with the following reflecting the current situation.

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| **SERVICE UNIT: Capital Accounting** |
| 1. Strategic Capital Accounting Management Information.
2. Preparation of the Capital budgets and associated Prudential Capital Financing responsibilities and subsequent budgetary control reporting.
3. Maintain finance business partnering support for directorates (eg. attending Capital Project Board Meetings, support in business case development).
4. Fixed Assets (including maintenance of the Council’s Fixed Asset Register, supervision of the Service Asset Registers and periodic physical verification of assets).
5. Management of Treasury Function.
6. Liaison with statutory, regulatory and professional bodies (eg. Land and Property Services, Local Government Policy Division, CIPFA).
7. Financial Systems development & improvement within area of responsibility.
8. Provision of Professional financial advice and information.
9. Ledger Maintenance.
10. Support Council-wide Performance, Efficiency and Transformation initiatives.
11. Maintenance of appropriate Policies and Procedures.
12. Assist Financial Operations, Corporate Accountant & Performance Accountant in the discharge of their duties as required, including covering leave.
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Post to be interchangeable with Financial Operations Accountant, Performance Accountant and Corporate Accountant posts.

**GENERIC SERVICE UNIT MANAGER RESPONSIBILITIES**

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| 1. In conjunction with the Head of Service, to develop and implement a service unit business plan, and relevant policies and procedures in support of the Corporate Plan.
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| 1. To maximise performance across the team including effective implementation of performance management processes.
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| 1. To manage and review team members’ performance with the aim of development of skills and knowledge.
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| 1. To ensure the effective management of financial, human and physical resources and associated budgets in the delivery of the service.
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| 1. To comply with, and ensure that other staff comply with, Council’s policies and procedures including those relating to health, safety, wellbeing and safeguarding.
 |
| 1. To promote equality and diversity across all service areas through clear leadership, effective policy implementation and demonstrating appropriate behaviours in line with Council values.
 |
| 1. To work closely with the Head of Service to ensure the conduct of regular inspections across the service unit’s facilities. To implement an agreed planned maintenance programme to ensure that facilities are of an excellent standard.
 |
| 1. Through the Head of Service, to liaise with the Head of Legal Services to avail of legal services contracts in place for use.
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| 1. To work towards the achievement and/or retention of quality standards and/or standards of excellence and strive for continuous improvement.
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| 1. To meet set governance obligations, including legal, audit, procurement and financial regulations.
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| 1. To implement the agreed communication methodology your service unit.

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| 1. To ensure service unit specific performance indicators are effectively developed, measured, monitored and reviewed to ensure continuous improvement.
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| 1. To produce relevant management information as required by the Head of Service.
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| 1. To be available out of hours as necessary as part of the emergency planning response team.
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| 1. To ensure compliance with Council’s contracting, tendering and quotation systems/ procedures and ensure effective contract management within the service unit.
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| 1. To review and update the service unit risk register.
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| 1. To assist the Head of Service to prepare annual estimates of capital/revenue expenditure and income within the service unit.
2. To undertake investigations as investigating officer, when requested by Employee Relations.
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| 1. To carry out all specified, and any other relevant, duties to the highest of professional standards, protecting the reputation and ensuring the integrity of the Council at all times.
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**Note: The Postholder may be required to work outside standard office hours on occasion as required e.g. to attend Council meetings**

**PERSON SPECIFICATION**

The person specification provides information on the qualifications, experience, knowledge and skills required to carry out the duties of the post.

The essential criteria will be used for shortlisting and as part of the selection process.

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | Professional Accountancy Qualification (ACCA, CIPFA, CIMA, ICAEW, ICAI, ICAS or equivalent). | Spread sheet qualification |
| **EXPERIENCE** | * At least 1 years’ relevant capital accounting experience, to include preparation of capital budgets and budgetary control.
* At least 1 years’ relevant management experience of providing professional financial advice and information.
* At least 1 years’ experience of fixed assets accounting
* At least 1 years’ experience of managing a treasury function.
 | At least 6 months experience of supervising / managing a team. 2 years’ experience within a finance setting in a complex organisationExperience in a finance setting working with an organisational budget of £5M Experience in a finance setting within an organisation with more than 100 employees. |
| **KNOWLEDGE, SKILLS & ABILITIES** | * Excellent knowledge and use of spread sheets, including use of complex formulae and techniques.
* Able to provide workable solutions to problems.
* Good communicator.
* Able to work with the minimum of supervision and meet deadlines.
* Strong data analysis skills.
* Attention to detail.
* Leadership skills.
* Strong ability to work flexibly – managing changing and competing priorities and absorbing new information rapidly to address complex issues.
* Strong ability to build effective working relationships with internal and external stakeholders at all levels, to work collaboratively to achieve objectives.
 |  |
| **OTHER REQUIREMENTS** |  | Access to a suitable form of transport |

**CORE COMPETENCIES**

* Managing Your Own Work/work of the team
* Communicating with Impact
* Problem Solving and Decision Making
* Achieving Results
* Continuously improving service

Please refer to the LGSC Competency Framework for Local Government for details of these competencies.

<http://www.lgsc.org.uk/fs/doc/publications/competency-framework-for-local-government.pdf>

 You should refer to the operational and strategic positive indicators.

***The selection panel reserves the right to enhance the shortlisting criteria to facilitate the process when necessary.***