# 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

**Secondment** – Accountant – Until 31 March 2026, however may be extended

**2. Details of hosting opportunity**

 Description of opportunity

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| Ards and North Down Borough Council is seeking an Accountant. This is a fifth-tier post in the organisation, reporting to the Performance Accountant.The person appointed will be responsible for the provision of a wide range of accounting services across the Service, including financial operations, financial accounting and management accounting. Full job description is attached |

 Main objectives of the opportunity

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| 1. Fulfil a business partner role for a range of Directorates or Services, ensuring clear lines of communication between front line services and Finance.
2. Provision of regular and ad hoc financial information in variety of forms and for a variety of audiences.
3. Assist with budget setting and management procedures including the review of business cases.
4. Assist with grant claim management. Preparation and review of revenue and capital claims as necessary.
5. Assist with Business Case management. Preparation and review of revenue and capital Business Cases as necessary.
6. Assist with monthly and year end reconciliation procedures and with the preparation of the annual financial statements.
7. Assist with capital and fixed asset accounting and treasury management procedures on the monthly and annual basis.
8. Assist the Financial Operations Accountant with the day to day running of the transaction processing activities, including assisting with participation in the National Fraud Initiative.
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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).2 years’ experience in any one of the following areas:* Financial accounting,
* Management accounting and
* Capital or fixed asset accounting
* 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
* Strong data analysis skills
* Attention to detail
* Able to work to deadlines
* 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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| Performance Accountant – Paul Murray |

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

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| Performance Accountant – Paul Murray |

**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 its financial management system and is looking to enhance its resources in order to free existing staff time to devote to this key project. This is an excellent development opportunity for someone wanting to gain experience in a diverse accounting role within local government with a budget of around £75 million.  |

**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**: Until 31 March 2026, however may be extended**Location**: City Hall, Bangor, but hybrid working is available**Resources**: - None**Funding**: Council funded post**Salary**: The Council will meet the salary costs. The salary range is PO3 which is £41,418 - £44,428 per annum starting at £41,418 per annum**Further information**: Please contact Christine Robinson in Human Resources **Closing Date:** Applications must be submitted by **5.00pm on Friday 28 June 2024** to**:**  **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net** **For staff from all other organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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**Signed:**

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| **11 June 2024** |

**Date:**

**ANNEX A**

**JOB DESCRIPTION**

**Job Title:** Accountant

**Directorate:** Corporate Services

**Service:** Initially Finance, however, may be required to

work in any service unit in the Council

**Location:** Initially City Hall, Bangor however may be

required to work in any Council location or from home

**Reports to:** Performance Accountant or other Service Unit Manager within Finance

**Responsible for:** -

**Salary Scale:** P03 SCP 33 – 36

**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 initially be responsible to the Performance Accountant for providing a broad range of accountancy requirements within the Finance Service.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. To comply with financial policies and procedures and to raise financial awareness across the organisation including the delivery of financial training.
2. To prepare responses to Freedom of Information requests.
3. Fulfil a business partner role for a range of Directorates or Services, ensuring clear lines of communication between front line services and Finance.
4. Provision of regular and ad hoc financial information in variety of forms and for a variety of audiences.
5. Assist with budget setting and management procedures including the review of business cases.
6. Assist with grant claim management. Preparation and review of revenue and capital claims as necessary.
7. Assist with Business Case management. Preparation and review of revenue and capital Business Cases as necessary.
8. Assist with monthly and year end reconciliation procedures and with the preparation of the annual financial statements.
9. Assist with capital and fixed asset accounting and treasury management procedures on the monthly and annual basis.
10. Assist the Financial Operations Accountant with the day to day running of the transaction processing activities, including assisting with participation in the National Fraud Initiative.
11. Liaise with both internal auditors and external statutory, regulatory and professional bodies to support the Council meeting its financial obligations.
12. To comply with and promote equality, health and safety in accordance with Council Policies and legal requirements.
13. To undertake any other appropriate duties as may be allocated from time to time in accordance with the general nature of the post.

**NOTE: Occasional work outside standard office hours may be required.**