**FROM: PAUL MCKINNEY Ref: I/C 38/24**

**DATE: 14 JUNE 2024**

**TO: INTERCHANGE MEMBERSHIP ONLY** (non-NI Civil Service)

**Secondment Opportunity with**

**ARDS AND NORTH DOWN Borough Council (ANDBC)**

**accountant**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunity and ask that you consider bringing it to the attention of staff in your organisation who would be eligible to apply. It is also available on the Interchange Website.

Eligibility

1. The opportunity is aimed at individuals at middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. **ANDBC** will meet salary costs and associated expenses. The Council will meet the salary costs. The salary range is PO3 which is £41,418 - £44,428 per annum, with the successful candidate starting at £41,418 per annum.

Duration

1. Expected to last up until 31 March 2026, with the possibility of an extension subject to the agreement of all parties.

Location

1. The successful candidate will be based at: City Hall, Bangor BT20 4BT, however, hybrid working arrangements will be available.

Authorisation

1. All applications **MUST** be accompanied by authorisation from both your Line Manager **and** Interchange Manager, and confirmation that your parent organisation is willing to release you if successful.

How to apply (process for **non**-NI Civil Service organisations)

1. Interested staff should complete a candidate proforma, available at [www.interchangeni.org.uk](http://www.interchangeni.org.uk) and return it to the Interchange Secretariat at: interchangesecretariat@finance-ni.gov.uk by **5.00pm on Friday 28 June 2024**; otherwise I will assume a nil return.
2. Candidates should demonstrate in the proforma how they meet the requirements for the post. This information may be used for shortlisting purposes.

GDPR

1. Your information will be held and managed in accordance with the Data Protection Act/GDPR policies and procedures, including those relating to retention and disposal will be applied; the information will be used only for the purposes of this secondment, and will only be shared with any relevant third parties only with the explicit permission and assurance of NICSHR.

Further information

1. For further information, please contact Please contact Christine Robinson in by email at: christine.robinson@ardsandnorthdown.gov.uk or by Tel on: 0300 013 3333.

**Paul McKinney**

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