NICSHR

Interchange Unit

# Hosting Opportunity Proforma

National Crime Agency (NCA)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Elaine Bell

 Name

 Organisation/

NCA / Finance

 Department

PO Box 58362

London

NW1W 9LF

 Address

0300 123 0952

0300 123 2684

 Telephone Fax number

 Number

elaine.bell@nca.x.gsi.gov.uk

 E-mail

Secondment – 12 months with the possibility of an extension, subject to the agreement of all parties

Type of Opportunity

**2. Details of hosting opportunity**

 Description of opportunity

Senior Finance Officer

The National Crime Agency is responsible for leading the UK’s fight to cut serious and organised crime. It is the intention of the NCA to meet this responsibility by relentlessly and effectively disrupting those who threaten the UK and its communities.

The candidate will have the opportunity to gain experience of working in a Non Ministerial Government Department, providing financial accounting support to the wider business to help the National Crime Agency (NCA) deliver its business objectives.

 Main objectives of the opportunity

Role Summary

* To provide financial accounting support to the wider business to help the National Crime Agency (NCA) deliver its business objectives

Main Responsibilities:

* To provide financial accounting support to the business.
* Manage and direct resources to ensure work is completed within agreed timescales/financial constraints and quality standards, in line with NCA policy.
* Supervise research, development, collation, co-ordination and dissemination of management information including policy, reports, briefings, business plans, risk registers, presentations and web based communications as appropriate.
* Provide effective and timely financial and management reports, in line with business requirements and both statutory and regulatory duties, including supporting documentation to audit standard, ensuring that NCA complies with general accounting standards and NCA’s corporate governance requirements.
* Particular emphasis will be placed on identifying improvements to the effectiveness and efficiency of the NCA business, including enhancing the financial control environment, finance internal systems and processes, so that accurate and consistent information is produced together with an enhanced assurance framework..
* Develop an understanding of the financial system within NCA and the relationships between the various systems and tools so that accurate and consistent information is produced together with ad hoc reports as and when required.
* Develop policy, reports, procedures and manage/monitor data systems across business areas.
* Supervise the quality, secure handling and dissemination of data/information, maintaining confidentiality, sensitivity and a duty of care in line with NCA policy.
* Develop and maintain effective working relationships with internal and external stakeholders in order to foster collaborative working.
* Work with government departments and attend working groups, government committees/ meetings (as required).
* To manage issues relating to the performance and conduct of officers in line with NCA values.
* To manage/coach and develop staff (as required).

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Entry Criteria**

**A. Knowledge**

* Understanding of UK GAAP (ideally FReM)
* Understanding of financial control environment, such as balance sheet reconciliations and other methods of ensuring integrity of financial data
* Understanding of accounting policies and practices.
* Understanding of information management.

**B. Skills**

* Excellent interpersonal skills.
* Organisational skills.
* Information technology skills including proficiency in Microsoft Excel and Word.
* Drafting/report writing skills.
* Risk management.
* Analytical skills.

**C. Experience**

* Experience of working in a financial accounting or audit environment.
* Experience of analysing information from a range of sources.
* Experience of providing written and oral advice to senior management.

**Training & Professional Qualifications**

**D. Essential at Entry:**

At least Part Qualified and working towards full professional Accountancy Qualification i.e. CCAB, CIMA or equivalent.

**E. Desirable at Entry:**

Trained in Finance/Business/Public Administration or equivalent

**For all posts it would be desirable for individuals to hold either SC or DV clearance, although we can arrange for the necessary clearances as required.**

**4. Personnel: Please state below**

 Who will the individual report to?

Jennifer Rainey

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

Jennifer Rainey

**5. Transfer of learning**

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

 individual and their organisation.

**Benefit to the National Crime Agency**

We will gain the benefit of the knowledge and expertise of the incoming person and the skills they have gained working in either the public or private sector.

**Benefit to the Individual**

The individual will gain experience of working within a Non Ministerial Department. The individual will gains insights into the workings of law enforcement and the public sector.

**Benefit to the Individual’s organisation**

The individual’s organisation will have an individual who has had the opportunity to work on a wide range of finance duties in a Non Ministerial Department which will expand and enhance the individual’s skillset.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.

 desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date:** As soon as a successful candidate has been identified and a release date has been agreed.

**Duration:** 12 months, with the possibility of an extension, subject to the agreement of all parties.

**Funding:** Salary and associated expenses will be met by the National Crime Agency.

**Salary:** £29,317 to £34,446

**Location:** The successful candidate will be based in the Greater Belfast Area, although occasional travel, particularly to the National Crime Agency’s London offices, is possible.

**Selection Process:** Shortlisting per paper application, followed by informal meeting to ensure both parties’ expectations are achievable.

**Contact:** If you require any further information about the post, please contact Jennifer Rainey in the National Crime Agency on 0300 123 0954, or by e-mail to jennifer.rainey@nca.x.gsi.gov.uk

**Closing Date:** 5pm on Friday 27 October 2017

**7. Endorsement**

 **Interchange Manager**

Elaine Bell

Signed

 Date

16/10/2017