# Hosting Proforma

Victims and Survivors Service

Name of Host

Organisation

**1. Interchange Manager’s details**

Nichola McClean

Name

Organisation/

Human Resources

Department

1st Floor, Seatem House

28-32 Alfred Street

Belfast

BT2 8EN

Address

Telephone Fax number

028 90279100

Number

[Nichola.McClean@vssni.org](mailto:Nichola.McClean@vssni.org)

E-mail

Type of Opportunity

**Verification Officer** - Temporary Secondment Opportunity until 31 July 2021

**2. Details of hosting opportunity**

Description of opportunity

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| The Victims and Survivors Service (VSS) was established to deliver support and services for all victims and survivors of Troubles/Conflict-related incidents.  The VSS currently operates two Programmes of funding:  1. The Individual Needs Programme (INP), which delivers financial support and direct access to goods and services to individual victims and survivors in particular circumstances.  2. The Victims Support Programme (VSP), which delivers funding to organisations that provide Health and Wellbeing and Social Support services to victims and survivors across Northern Ireland.  These Programmes enable the VSS to provide accessible, responsive and co-ordinated services to meet the needs of victims and survivors in an integrated way.  The VSS has been named as lead partner for the victims and survivors element of the EU Programme for Peace and Reconciliation (PEACE IV). PEACE IV provides funding for cross-border Health and Wellbeing services by increasing the quality of care in the sector for victims and survivors and their families. |

Main objectives of the opportunity

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| Reporting to the Governance Officer, the Verification Officer will undertake verification checks of VSS funded organisations.  The post holder will be required to record vouched expenditure against budget headings applying an awareness of budget management and maintaining excel spreadsheets for regular reporting to management.  A full Job description is available at **Annex A** |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| By the closing date for applications, candidates must demonstrate that they fulfil each of the following essential criteria:   1. A minimum of 2 years’ experience carrying out verification or audit of expenditure. 2. A minimum of 2 years’ experience reviewing controls within an organisation. 3. 2 years’ experience liaising with multiple stakeholders to achieve a positive outcome. 4. A current UK Driving Licence with access to a car. This will be waived in the case of an applicant whose disability prohibits driving but who is able to organise suitable alternative arrangements.   **Desirable Criteria**  In addition to the above qualifications and experience, the VSS reserves the right to short-list only those applicants who, at the closing date for receipt of applications, possess the following   1. Experience of monitoring and reporting expenditure against budgets. 2. Reconciling complex financial information. 3. Working with financial and non-financial information to prepare reports and make recommendations to management. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Governance Officer |

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

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| Governance Officer |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the individual and their organisation.

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| **Individual:**  This role will provide the individual with an opportunity to m**anage, plan and deliver a verification service whilst developing their skills in providing** advice and guidance both internally and externally, improving communication and contributing to policy development.  The individual will be responsible for developing and maintaining a relationship of trust and respect with a large number of key stakeholders, learning to communicate, advise and problem solve.  **Parent Organisation:**  This opportunity will enrich the post holder’s experience and develop his/her abilities in a broad range of areas including finance and audit. The individual will develop their skills in dealing with an extensive range of key stakeholders and the associated networking benefits. These benefits will be transferable back to the parent organisation.  **Host Organisation:**  This opportunity will provide VSS with a suitably experienced staff member who will display a positive attitude and will play a pivotal role in providing continuity (and, where appropriate, innovation) in the provision of the above described range of duties. |

**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 a suitable candidate has been identified and a release date has been agreed.  **Duration**: It is anticipated that this opportunity will continue until 31 July 2021. Any further extension will be subject to the agreement of all parties and funding.  **Location**: 1st Floor Seatem House, 28-32 Alfred Street, Belfast, BT2 8EN  **Form of Transport:** The successful candidate should have access to a suitable form of transport in order to fulfil the duties of the post, preferably a car.  **Selection Process:** Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview.  **Salary**: Executive Officer I (EOI) Salary Scale (£26,962 - £27, 819 per annum) and other related costs will be funded by VSS.  **Closing Date:** Applications must be submitted by **5.00pm on Friday 17 May 2019** to**:**  **For NI Civil Service departmental staff only:**  [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Nichola McClean** |

**Signed:**

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| **18 April 2019** |

**Date:**

**Annex A**



**Job Description**

**Job Title:** Verification Officer

**Location:** 1st FloorSeatem House, 28-32 Alfred Street, Belfast, BT2 8EN.

**Grade:** Executive Officer I (EOI)

**Salary:** £26,962 - £27, 819 per annum (under review)

**Hours/Term:** Full-time / Fixed-Term Contract Expiring on 31 July 2021

**Reports to:** Governance Officer

**Background**

The Victims and Survivors Service (VSS) was established to deliver support and services for all victims and survivors of Troubles/Conflict-related incidents.

The VSS currently operates two Programmes of funding:

1. The Individual Needs Programme (INP), which delivers financial support and direct access to goods and services to individual victims and survivors in particular circumstances.

2. The Victims Support Programme (VSP), which delivers funding to organisations that provide Health and Wellbeing and Social Support services to victims and survivors across Northern Ireland.

These Programmes enable the VSS to provide accessible, responsive and co-ordinated services to meet the needs of victims and survivors in an integrated way.

The VSS has been named as lead partner for the victims and survivors element of the EU Programme for Peace and Reconciliation (PEACE IV). PEACE IV provides funding for cross-border Health and Wellbeing services by increasing the quality of care in the sector for victims and survivors and their families.

**Purpose of the Role**

Reporting to the Governance Officer, the Verification Officer is responsible for m**anaging, planning and providing an independent audit service for organisations funded by VSS.**

**The post holder must ensure that there is a robust system of risk management, control and governance in place within each funded organisation.**

The key elements that constitute the role of the Verification Officer for the Victims and Survivors Service are as follows:

* Ensure that projects comply with descriptions given in grant applications; confirm compliance with contract conditions, and verify grant has been used, as specified in the Letter of Offer.
* Ensure expenditure incurred is eligible, actual and consistent with the project concerned.
* Monitor verification of expenditure against budgets.

* Complete verification forms, and produce verification reports as necessary, highlighting areas of non-compliance or potentially ineligible expenditure, detailing irregularities that will need reported to VSS management for recovery action.
* Design and tailor the nature and the scope of verification work to address the size and nature of projects and uncover and address irregularities.
* Report on financial systems and the effective management and accounting of publicly funded grant aid.

* Complete pre-contract and post-contract checks to ensure robust systems are in place and follow up any recommendations.

* Be responsible for undertaking financial control visits, verification of projects, ensuring management control systems operate satisfactorily.
* Regularly report to the Governance Officer on non-compliance and financial irregularities and provide ‘best practice’ recommendations for improvement in line with the Best Practice Guidelines.

* Assess organisations risk level of non-compliance and establish and maintain a risk register database of those organisations to determine the scope of the audit work required to meet with funding requirements.
* Contribute to the review of monitoring and evaluation of the VSS funding schemes, policies and procedures, projects and programmes.
* Support the implementation of the VSS policies in relation to its statutory compliance.
* Liaise with VSS staff and a wide range of organisations and support the maintenance of positive client relationships.
* Work in conjunction with other VSS staff, where projects are of mutual concern.

* Organise and manage own workload to meet the changing priorities of the VSS.
* Ensure the safe storage of all financial records within the area of responsibility.
* Facilitate the work of internal and external auditors appointed to report on matters relating to the verification of funding.
* Work flexibly to meet the requirements of the post, as occasional meetings out of office hours may be required.

***Advice and Guidance***

A vital role for the Verification Officer will be to develop and nurture excellent working relationships both within and between all areas of the service. Key elements of the role will be to:

* + Provide effective professional guidance and recommendations to the Governance Officer and SMT in relation to delivering the verification function.
  + Demonstrate a high level of personal integrity and maintain professional standards throughout the organisation.
  + Deliver results against departmental and business objectives.
  + Develop comprehensive reporting procedures between external organisations and VSS.

***Communication***

The Verification Officer will contribute towards developing the internal and external communication channels and processes within the VSS. These include:

* Provide effective and timely verification updates, advice and information to the Governance Officer.
* Prepare reports, attend team meetings and represent the Victims and Survivors Service in any appropriate organisational activity at the request of the Governance Officer.
* Provide support for plans and programmes and demonstrate the ability to problem solve innovatively.
* Uphold the Service’s reputation and public image in any external communications.

***Policy and Strategy***

* Contribute to the development and implementation of related policies within the governance function.
* Support the Governance Officer with the implementation of the governance policies.

**Personal Development, Performance and Professionalism**

* Endeavour to ensure the ongoing confidence of VSS stakeholders, maintaining high standards of personal accountability.
* Develop excellent interpersonal skills and self-motivation required to facilitate liaison with professional and senior management within stakeholder organisations.
* Work outside standard business hours (9-5pm) and therefore will need to be flexible in terms of availability.
* The Verification Officer may receive additional duties, appropriate to the grade, at the request of VSS management.

The foregoing is a broad range of duties and is not intended to be a complete description of all tasks. It is important to note that the responsibilities may change to meet the evolving needs of the Victims and Survivors Service.