# Hosting Proforma

Northern Ireland Assembly Commission

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Cathy McGowan

 Name

 Organisation/

Northern Ireland Assembly Commission

 Department

Room 402,

Parliament Buildings

Stormont Estate,

Ballymiscaw,

Belfast, BT4 3XX

 Address

 Telephone Fax number

028 90 5 (21845)

 Number

Cathy.mcgowan@niassembly.gov.uk

 E-mail

Type of Opportunity

**Accountant**

Secondment Opportunity – for an initial period of 9 months with the possibility of an extension for a further 15 months;

**2. Details of hosting opportunity**

 Description of opportunity

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| The Northern Ireland Assembly Commission (“the Commission”) is the corporate body established under Section 40 of the Northern Ireland Act, to ensure that the Assembly is provided with the property, staff and services required for the Assembly’s purposes. The Commission currently requires an Accountant at Assembly Grade 6. This post is within the busy Finance Office, which is part of the Corporate Services Directorate. The Finance Office is responsible for the provision of high-quality financial support services to both MLAs and the Directorates within the Secretariat. It is responsible for a wide range of services including the provision of payroll services, operating a centralised travel desk, recording and reporting on expenditure, budgeting and forecasting, as well as providing a full range of accounting and financial advice services to MLAs on the financial support available under the provisions of the Assembly Members (Salaries and Expenses) Determination (Northern Ireland) 2016.The Office produces the Commission’s Interim & Annual Report and Resource Accounts, which are produced under the International Financial Reporting Standards regime (IFRS), as adapted in the Financial Reporting Manual (FREM) for the public sector.  |

 Main objectives of the opportunity

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| The post holder will have responsibility for a number of key functions within the Finance Office, including the supervision of a small team of book-keeping staff and managing the administration of the internal budgetary control and reporting systems. The post holder will assist the Senior Accountant with the preparation of the Interim and Annual Resource Accounts.Main duties include:* Supervision of weekly accounts payable processes and suppliers payment run;
* Preparation of monthly prepayment and accrual journals;
* Production of monthly general ledger control account reconciliations, including but not limited to bank accounts, net pay control accounts and VAT control accounts;
* Administration of the internal budgetary control and forecasting processes;
* Production of high quality, reliable, accurate and timely financial information for internal and external stakeholders. This includes monthly management accounts with detailed variance analysis;
* Maintenance of the Fixed Asset Register;
* Administration and management of a detailed Fixed Asset Stock-take;
* Administration and maintenance of the financial accounting and purchase ordering software systems;
* Management of the Commission’s Government Procurement Card Scheme;
* Assisting with the production of the Commission’s interim and year-end resource accounts;
* Line management of a small team;
* Any other duties as may be reasonably required.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The applicant must be a fully qualified accountant with a minimum of a year’s post qualification, direct experience in producing accounts and/or budgets. The applicant must also have experience managing a team and have experience in the administration of a core IT based financial and/or management accounting system.The candidate should also possess:Excellent communication and influencing skills;Proven ability to set objectives and implement changes to systems and processes, achieving buy in for the solutions leading to improved performance;Excellent Excel and Word skills;Proven ability to be results focused;Proven ability to focus on service delivery meeting the needs of customers during times of change.  |

**4. Personnel: Please state below**

 Who will the individual report to?

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| This post reports to the Senior Accountant |

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

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| As above. |

**5. Transfer of learning**

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

 individual and their organisation.

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| This is an opportunity for someone within the wider public sector who would like to work in a busy Finance office; to enable them to experience a full range of financial accounting and management accounting processes, from start to finish, and to see many different aspects of service delivery, which often is not possible in larger Finance offices.It will also enable the Assembly to benchmark its financial processing and reporting processes with those undertaken in other areas of the public sector. |

**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**: This is for an immediate start.**Duration:** Initially for a period of 9 months but with a possible extension for a further period of 15 months.**Location:** The Finance Office is located on 4th Floor of Parliament Buildings, Stormont Estate, Ballymiscaw, Belfast, BT4 3XX.**Resources:** This post is office based and all resources will be provided**Selection:** Selection will be by interview.**Salary Scale:** £35,046 - £36,097\*\*NICS staff at Staff Officer level would move at their current salary**Contact**: For further information about the details of the post, please contact Paula McClintock in the Assembly on tel: 028 9052 1258 or by email at: [paula.mcclintock@niassembly.gov.uk](file:///%5C%5Csv-file-01%5Cmcclintockp%24%5CLine%20management%5CRecruitment%5CStaff%20Officer%5CSO%20Interchange%20-%20September%202017%5Cpaula.mcclintock%40niassembly.gov.uk)**Funding**: NI Assembly will meet salary and associated expenses.**Closing Date:** Applications must be submitted by **5.00pm on Friday 20th September** **2019** 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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| **Cathy McGowan**  |

**Signed:**

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| **06 September 2019** |

**Date:**