NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Lisburn & Castlereagh City Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Heather Currie

Name

Organisation/

Lisburn & Castlereagh City Council / Corporate Services

Department

Lagan Valley Island

Lisburn

BT27 4RL

Address

N/A

02892 447317

Telephone Fax number

Number

[Human.Resources@lisburncastlereagh.gov.uk](mailto:Human.Resources@lisburncastlereagh.gov.uk)

E-mail

Type of Opportunity

**Interim Head of Finance & IT**

Secondment – Until 31 March 2018

**2. Details of hosting opportunity**

Description of opportunity

**Interim Head of Finance & I.T.**

**BACKGROUND**

## Council

On the 1st April 2015 Lisburn & Castlereagh City Council assumed responsibility for the new Council area, following the amalgamation of Lisburn City Council and Castlereagh Borough Council.

The Council, made up of 40 Elected Members, represents 140,205 residents in 58,868 homes and covers an area of nearly 200 square miles.

Lisburn and Castlereagh City Council lies in the South East of Northern Ireland. It borders Belfast City Council, Armagh City, Banbridge and Craigavon Borough Council, Antrim and Newtownabbey Borough Council, Ards and North Down Council and Newry, Mourne and Down.

Purpose of the Post

As a member of the Corporate Services Management Team the postholder will be required to:

* Manage and develop the resources of their service area and ensure services are delivered efficiently and effectively whilst striving at all times for continuous improvement and transformation of services.
* Work closely with the Council’s Corporate Management Team and other Heads of Service to support the delivery of corporate and community planning outcomes and other strategic priorities to promote the corporate and community outcomes for the area
* Develop strong relationships with partner organisations and relevant stakeholders to promote outcome focused and community centred services.

Main duties and responsibilities will include:-

**CORPORATE RESPONSBILITIES**

1. Prepare and implement the Finance and IT Services unit business plan, in line with the strategic objectives, ensuring an integrated approach to business planning and performance management process to deliver an efficient, effective and economic management of the Finance and IT service, in line with Council policies and procedures and within agreed budgets
2. Assist the Director - Corporate Services to ensure budgetary control through the preparation of annual estimates of income and expenditure, and ensure ongoing monitoring, assessment and control of the service budget against performance.
3. Support the overall governance of the Council by the preparation and presentation of reports to Council, Council Committees, the Director and other organisations as required and action agreed decisions. Represent the Council in such forums as may be required.
4. Ensure appropriate risk management systems, procedures and measures for health and safety and audit (internal and external) are in place and that the highest standards of probity and good conduct are maintained.
5. Support the Director to deliver and implement organisational development, ensuring appropriate systems of performance management and development; communications, quality measures, monitoring and review are in place.
6. Deputise for the Director as required and undertake any delegated function within the Department. The post holder will assume other duties appropriate to the post as may be reasonably assigned by the Director – Corporate Services
7. Ensure compliance with Council policies and procedures and operate within the highest standards of management and personal behaviour, which reflect the core values and behaviours of the organisation.
8. Promote equality of opportunity and access in service delivery and in the employment of staff.

**SERVICE RESPONSIBILITIES**

1. Manage and develop the delivery of the Finance and IT Services, which reflects the Council’s priorities and develop innovative and creative approaches to continuously improve services. (Responsibility for the portfolio of services outlined below)
2. Manage, motivate, and develop your team to empower them to achieve strategic and operational objectives
3. Advise, consult and provide options and recommendations to Elected Members, the Chief Executive and senior officers on complex strategic and operational Finance and IT Services matters.
4. Support the Corporate Management team as the Council’s principal advisor on financial matters. Manage and implement the Council’s revenue and capital budget development and monitoring process, its investment plans and prudential borrowing limits.
5. Ensure that the Council’s procurement policies and practices comply with all relevant legislation and public sector procurement guidelines and oversee the implementation of these.
6. Ensure the provision of high standards of customer care across all the services provided by the Unit and promote and manage the service effectively and communicate in a way, which enhances and promotes the public image and overall reputation of the Council.
7. Develop and enhance working relationships with relevant partners and stakeholders to maximise corporate and community planning outcomes and to generate innovation in service delivery.
8. Lead on the creation, development, implementation and review of policies, procedures and systems required for the efficient and effective delivery of the Operational service. To include interpreting, advising on, implementing and enforcing the legislative provisions and sectoral agreements, guidance, policies and processes as required.

The services falling within the responsibility of this post are as follows:

* Financial Services

Financial reporting

Management accounting (including rate setting)

Treasury Management Strategy & annual investment policy

Capital programming and funding

Prudential code and medium term financial planning

VAT planning and management

Financial transaction support services

Accountancy support

* IT Services
* Procurement
* Insurance

**3. Skills requirements**

What qualities, skills and experience are required from the individual?

It is **essential** that applicants have a minimum of:

**QUALIFICATIONS**

* 1. A Degree, or NVQ Level 4 or Post Graduate Diploma or Master’s Degree relevant to the Service Directorate
  2. Full corporate membership of a relevant Professional Accounting body

**EXPERIENCE**

* 1. Applicants must have a minimum of three years’

relevant experience at a senior level which includes:

* Managing the strategic delivery of the following function:
  + Financial Services

Financial reporting

Management accounting (including rate setting)

Treasury Management Strategy & annual investment policy

Capital programming and funding

Prudential code and medium term financial planning

VAT planning and management

Financial transaction support services

Accountancy support

Management of an Information Technology function

* Strategic and operational planning
* Policy development, implementation and review
* Managing teams and contracts across a number of services
* Financial management and budgetary control and audit
* Negotiating and building relationships with stakeholders

Where applicants do not hold the qualifications as outlined in **1.1** above, they must demonstrate a minimum of six years’ management experience in **1.3** above at a senior level.

**KNOWLEDGE**

**2.1** A sound understanding of the legislative framework governing the work of the Directorate.

**2.2** Practical understanding of the main issues and developments impacting on service delivery within the service portfolio within the District area.

**2.3** A clear understanding of the workings of local government and the wider environment and political context in which it operates.

**GENERAL**

**3.1** Hold a full (i.e. not provisional) current UK driving licence and access to a car or \* have access to a means of transport which would enable the applicant to carry out the duties of the post.

\*Applies only to applicants who have a disability under the Disability Discrimination Act.

**4. Personnel: Please state below**

Who will the individual report to?

Director of Service Support

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

Director of Service Support

**5. Transfer of learning**

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

**Individual**

The post holder will benefit from working across a range of stakeholders and will gain valuable experience in contributing towards the development of a high priority work area.

**Parent Organisation**

This opportunity will enrich the post-holder’s experience and develop his/her abilities. The successful applicant will also gain invaluable experience and at the same time will broaden the post-holders knowledge.

**Host Organisation**

The benefit to the host organisation will be attracting an individual with the capacity and capability to develop the unit and widen the skills and experience of the existing team.

**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 possible.  
**Duration:** Until 31st March 2018.

**Location:** **Civic Headquarters,** Lagan Valley Island, Lisburn, Co. Antrim, BT27 4RL  
  
**Resources:** Office based with relevant facilities but will involve travelling to venues outside the office complex.  
  
**Salary Scale:** £54,650-£57,690.

**Funding:** Lisburn and Castlereagh City Councilwill meet salary costs and associated expenses.

**Selection:** Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview.

**Contact:** If you require any further information about the post, please contact Sinead Clarke in Lisburn and Castlereagh City Council on 028 9244 7258, or by e-mail to [sinead.clarke@lisburncastlereagh.gov.uk](mailto:sinead.clarke@lisburncastlereagh.gov.uk).

**Closing Date:** 5.00pm on Friday 28 July 2017

**7. Endorsement**

**Interchange Manager**

Heather Currie

Signed

17th July 2017

Date