NICS HR

Interchange Unit

# Hosting Opportunity Proforma

The Office of the Police Ombudsman for Northern Ireland

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Paula Gillespie

 Name

 Organisation/

Corporate Services

 Department

The Office of the Police Ombudsman

New Cathedral Buildings

11 Church Street

Belfast

BT1 1PG

 Address

 Telephone Fax number

N/A

028 9082 8622

 Number

paula.gillespie@policeombudsman.org

 E-mail

Type of Opportunity

**Finance Manager**

Secondment – 18 months with the possibility of an extension for a further 6 months, subject to the agreement of all parties

**2. Details of hosting opportunity**

Description of Host Organisation

The Police Ombudsman for Northern Ireland is appointed under Royal Warrant and is a corporation sole. His statutory duty is to exercise his powers in such manner and to such extent as appears to him best calculated to secure the efficiency, effectiveness and independence of the police complaints system, and the confidence of the public and members of the police force in that system. He has responsibility for the Police Service of Northern Ireland (PSNI), ‘designated civilians’ working with the PSNI, Belfast Harbour Police, Belfast International Airport Police and the Ministry of Defence Police.

The Police Ombudsman receives and investigates complaints against the police made by members of the public, and also matters of public interest involving the PSNI. Where appropriate he makes recommendations regarding criminal and misconduct matters, in respect of which he may also publish statements and make policy recommendations. In addition to this he has a power to investigate current police policy and practice, and to publish the results of any such investigation. He provides extensive statistical and management information to the Department of Justice, Chief Constable and Northern Ireland Policing Board. In undertaking his statutory duties, the Police Ombudsman employs approximately 150 staff in a number of specialist and support roles. The budget for the Office is around £9m.

Further information about the organisation can be found at [www.policeombudsman.org](http://www.policeombudsman.org)

 Description of opportunity

The Finance Manager reports to the Director of Corporate Services and is responsible for the provision of financial and management information to Senior Management. The role has responsibility for the preparation of budgets, production of financial information and preparation of annual statutory accounts.

The role holder will also have responsibility for the procurement function and manages a team of 4 staff. Building relationships with staff across the Office as well as with external bodies, including the DOJ, HMRC and NI Audit Office is key to the success of this role.

 Main objectives of the opportunity

The duties of the role include:

* Responsibility for providing senior management with relevant and timely financial and management information, e.g. management accounts, cost centre reports and budget / forecast reports.
* Responsibility for the preparation of realistic budgets both at organisational and cost centre level and monthly forecasts.
* Responsibility for the production of financial information in particular as required for monthly financial reporting, quarterly monitoring reports and budget re-profiles and other returns to the Department of Justice (DOJ) and for meeting the requirement to provide other ad hoc financial reports to various stakeholders / third parties.
* Responsibilities for the procurement function within the Office including supporting the development of business cases and the provision of advice to managers.
* Responsibility for the preparation of the Police Ombudsman’s annual statutory accounts for audit and ensuring compliance with all other relevant guidance, and for completing the Whole of Government Accounts.
* Liaison with the NI Audit Office, the Office’s Internal Auditors, the DOJ, DOF, HMRC and other organisations as required by the duties of the post.
* Responsible for completing annual pay remits and business cases for approval by DOJ and DOF prior to the implementation of pay awards.
* Responsibility for the maintenance and development of the organisation’s computerised accounting system, including the maintenance and development of the chart of accounts.
* Responsibility for ensuring adherence to the prompt payment code and for ensuring that accounts are properly paid, accurately and on time each month.
* Responsibility for updating and maintaining the organisation’s fixed asset register and portable asset register.
* Responsibility for maintaining and reviewing finance and administration procedures in line with Police Ombudsman’s policy, DOJ / DOF directives and the requirements of Government Accounting, HM Treasury and other relevant guidance.
* Responsible for records management within the Finance / Procurement functions.
* Responsibility for the management, leadership, supervision and support of staff within the finance and procurement function, including appraisal of performance.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Essential Criteria**

It is essential that candidates are:-

* A qualified accountant and have obtained full membership of one of the following:
* The Institute of Chartered Accountants in Ireland.
* The Institute of Chartered Accountants in Scotland.
* The Institute of Chartered Accountants in England and Wales.
* The Association of Chartered Certified Accountants.
* The Chartered Institute of Public Finance and Accountancy.
* The Institute of Certified Public Accountants in Ireland.
* The Chartered Institute of Management Accountants.

And have either:

* A degree level qualification (minimum 2:2) and at least 3 years relevant practical post qualification experience in a computerised accounting or financial preparation / reporting environment.

OR

* At least 5 years relevant practical post qualification experience in a computerised accounting or financial preparation / reporting environment.

**Desirable Criteria**

* Demonstrable practical experience in public sector accounting and / or procurement.

**4. Personnel: Please state below**

 Who will the individual report to?

The Director of Corporate Services

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

The Director of Corporate Services

**5. Transfer of learning**

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

The Finance Manager role offers a development opportunity for someone to contribute to a pivotal role within the Office. The position will offer the individual the opportunity to experience a wide range of activities in a busy environment working with staff from across the Office.

Those who wish to contribute to the development of high quality, citizen-centred public services, with understanding of and commitment to the fundamental principles of human rights, will find the work satisfying.

The Home Organisation will benefit from the experience gained in the diverse range of responsibilities and relationships built with staff in the Office, as well as its wide range of stakeholders.

**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.

The start date will be early 2018, subject to satisfactory security clearance (CTC Level).

The secondment is for 18 months with the possibility of an extension for a further 6 months, subject to the agreement of all parties.

The post will be located at the address below:-

Office of the Police Ombudsman for Northern Ireland

New Cathedral Buildings

11 Church Street

Belfast BT1 1PG

The salary scale will be £36,448 - £40,072. Salary costs will be met by the Office of the Police Ombudsman for Northern Ireland.

Selection will be by a paper sift followed by interview of short-listed candidates.

If you require any further information about the post, please contact Paula Gillespie in the Office of the Police Ombudsman on 028 9082 8622**,** or by e-mail to paula.gillespie@policeombudsman.org.

**Closing Date:** 5.00pm on Monday 18 December 2017

**7. Endorsement**

 **Interchange Manager**

Paula Gillespie

Signed

04 December 2017

Date