NICSHR

Interchange Unit

# Hosting Opportunity Proforma

Sport Northern Ireland

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Chris Halliday

 Name

 Organisation/

Sport Northern Ireland

 Department

House of Sport

2A Upper Malone Road

Belfast

BT9 5LA

 Address

028 9038 3839

N/A

 Telephone Fax number

 Number

chrishalliday@sportni.net

 E-mail

Type of Opportunity

**Finance Officer**

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

**2. Details of hosting opportunity**

 Description of Opportunity

 Description of opportunity

An interchange opportunity is available for a Finance officer within the Sport Northern Ireland Finance department. The post holder will be responsible for assisting in the efficient and effective provision of a comprehensive financial function within Sport Northern Ireland.

Undertake financial management and accounting tasks in accordance with procedures established in the finance unit in order to meet the requirements of standing orders, financial regulations and other corporate standards.

Assist in meeting corporate requirements in relation to budgets, budget monitoring and final accounts.

Main objectives of the opportunity

**Duties of the role:**

**ADMINISTRATION:**

* Develop, implement and maintain systems and procedures.
* Respond to correspondence both internally and externally as required.
* Draft papers, reports, policy documents as discussed and agreed by line manager.
* Minutes taking, typing up and circulation as directed.

**FINANCIAL PROCEDURES/PROCESSES:**

* Develop, implement and maintain financial systems and procedures.
* To assist in providing financial support to specified budget holders, departmental managers and staff. This will include:
* Compliance with Standing Orders, Financial Regulations and other financial standards;
* ‘Help desk’ service (SUN advice, computer interrogations, coding queries etc);
* Providing analysis of accounting information; and
* Preparation of accounts
* To carry out the following tasks under the direction of the line manager:
* Regular monitoring and maintenance of budgets;
* Sales invoicing;
* Chasing outstanding debtors;
* Uploading sales invoices from Event Perfect;
* Liaise with TNOC office manager to reconcile to Events Perfect.
* Reconciling bank receipts/lodgements;
* Checking travel and subsistence claims;
* Releasing orders, making supplier/employee/grant payments;
* Training of staff on travel/subsistence and procurement;
* Collection and presentation of statistical data;
* Processing orders, payments of invoices to suppliers;
* Processing credit notes on debtors accounts;
* Lodging cash to bank;
* Carrying out reconciliation’s of control accounts (e.g. creditors ledger, bank reconciliation, advances, payroll);
* Processing journals;
* Investigating variances; and
* Maintenance of coding structure and other financial records.

**FINANCIAL PROCEDURES/PROCESSES CONTINUED:**

* Respond to enquiries regarding payments (grant recipients and suppliers) either in person; by telephone or letter/email.
* To assist in the provision of a backup service to ensure the integrity of financial systems. This may include:
* Covering for vacancies and absence of key staff in the finance unit; and
* Providing assistance and support.

**GENERAL**

* Demonstrate, in all aspects of the work, commitment to quality and customer service.
* Follow all procedures and guidance for maintaining the security and confidentiality of people, information, premises, equipment and software in Sport Northern Ireland.
* Take an active part in the preparation and participation of annual and mid-year Performance Review and Personal Development interviews, including the identification of areas of learning and development to meet agreed objectives in agreement with line manager.
* Any other relevant and related duties as may reasonably be required manager from time to time.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**QUALIFICATIONS AND ATTAINMENTS:**

***Essential Criteria:***

* 5 GCSE passes, grades A - C (or equivalent), two of which must include English Language and Maths.
* 2 A-level passes, grades A – E (or equivalent).

**RELEVANT EXPERIENCE:**

***Essential Criteria****:*

* 2 years’ demonstrable full-time (or equivalent part-time) work experience in a finance team. (Finance team is defined as: Team members that process and oversees the work of financial transactions, accounts payable, accounts receivables and month end reconciliations)
* Demonstrable experience in dealing with correspondence and enquiries from the general public and/or partner organisations.

**DISPOSITION AND CIRCUMSTANCES:**

***Essential Criteria:***

* Must be able to work additional hours from time to time some of which may be at the weekend or at short notice.

**4. Personnel: Please state below**

 Who will the individual report to?

Christine Currie – Finance Team Supervisor

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

Christine Currie – Finance Team Supervisor

**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. The post holder will have the opportunity to engage directly with the Executive Team and the Board and other key personnel within Sport Northern Ireland.

**Parent Organisation**

This opportunity will enrich the post-holder’s experience and develop his/her abilities in particular around leading an organisation in enhancing how it collects, manages and utilises information. This project will permeate every aspect of Sport Northern Ireland’s business and will broaden the post-holders knowledge of multiple business disciplines.

**Host Organisation**

The benefit to the host organisation will be attracting an individual with the capacity and capability to lead in the delivery of a key Board priority while providing the opportunity to widen the skills and experience of the existing Sport Northern Ireland Management 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 a suitable candidate has been identified and a release date has been agreed.

**Duration:** It is anticipated that this will be for a 12 month period with the possibility of an extension for a further 12 months, subject to funding and the agreement of both parties. Any further similar vacant posts arising in the next 12 months may be filled from this Interchange opportunity.

**Location:** House of Sport, 2A Upper Malone Road, Belfast.

**Salary**: £23,925 to £24,975.

**Contract**: Applications will be considered on a full-time or part-time basis.

**Funding:** Sport NI will fund from existing budgets.

**Selection Process:** It is anticipated interviews for this post will take place in week commencing 22nd January 2018.

**Further Information:** For further information about the post please contact Chris Halliday in Sport NI on 028 9038 3837, or by email at chrishalliday@sportni.net.

**Closing Date:** 5.00pm on Monday 08 January 2018.

**7. Endorsement**

 **Interchange Manager**

Chris Halliday

Signed

18/12/2017

 Date

**SPORT NORTHERN IRELAND**

**JOB DESCRIPTION**

Job Title: **Finance Officer**

**Job Purpose**:

To be responsible for assisting in the efficient and effective provision of a comprehensive financial function within Sport Northern Ireland.

To carry out financial management and accounting tasks in accordance with procedures established in the finance unit in order to meet the requirements of standing orders, financial regulations and other corporate standards.

To assist in meeting corporate requirements in relation to budgets, budget monitoring and final accounts.

**MAIN DUTIES AND RESPONSIBILITIES:**

## The following main duties and responsibilities are indicative of those required for Executive Officer Finance posts within Sport Northern Ireland. The list is not exhaustive and you may be required to carry out some/all the duties listed; or a variation to ensure business needs are met.

**1.0 ADMINISTRATION:**

1.1 Develop, implement and maintain systems and procedures.

1.2 Respond to correspondence both internally and externally as required.

1.3 Draft papers, reports, policy documents as discussed and agreed by line manager.

1.4 Minutes taking, typing up and circulation as directed.

**2.0 FINANCIAL PROCEDURES/PROCESSES:**

* 1. Develop, implement and maintain financial systems and procedures.
	2. To assist in providing financial support to specified budget holders, departmental managers and staff. This will include:
* Compliance with Standing Orders, Financial Regulations and other financial standards;
* ‘Help desk’ service (SUN advice, computer interrogations, coding queries etc);
* Providing analysis of accounting information; and
* Preparation of accounts.
	1. To carry out the following tasks under the direction of the line manager:
* Regular monitoring and maintenance of budgets;
* Sales invoicing;
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* Collection and presentation of statistical data;
* Processing orders, payments of invoices to suppliers;
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* Carrying out reconciliation’s of control accounts (e.g. creditors ledger, bank reconciliation, advances, payroll);
* Processing journals;
* Investigating variances; and
* Maintenance of coding structure and other financial records.
	1. Respond to enquiries regarding payments (grant recipients and suppliers) either in person; by telephone or letter/email.
	2. To assist in the provision of a back up service to ensure the integrity of financial systems. This may include:
* Covering for vacancies and absence of key staff in the finance unit; and
* Providing assistance and support.

**3.0 GENERAL:**

3.1 Demonstrate, in all aspects of the work, commitment to quality and customer service.

* 1. Follow all procedures and guidance for maintaining the security and confidentiality of people, information, premises, equipment and software at the Sport Northern Ireland.

3.3 Take an active part in the preparation and participation of annual and mid year Performance Review and Personal Development interviews, including the identification of areas of learning and development to meet agreed objectives in agreement with line manager.

3.4 Any other relevant and related duties as may reasonably be required by your line manager from time to time.