NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Ulster Scots Agency

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Aaron Tumelty

 Name

 Organisation/

The Department for Communities (DfC)

 Department

3rd Floor

2-4 Bruce Street

Belfast

BT2 7JD

 Address

 Telephone Fax number

N/A

028 9027 7616

 Number

aaron.tumelty@communities-ni.gov.uk

 E-mail

Type of Opportunity

**Staff Officer Accountant**

Secondment – 1 year with the possibility of an extension, subject to the agreement of all parties

**2. Details of hosting opportunity**

 Description of opportunity

The North/South Language Body was set up as one of the North/South bodies under the Belfast Agreement of 1998. The body comprises two agencies, Tha Boord o Ulster-Scotch (The Ulster-Scots Agency) and Foras na Gaeilge (The Irish Language Agency). The Ulster-Scots Agency is part of the Language Body, which is a North/South implementation body sponsored by the Department of Culture, Arts and Leisure (DCAL) and the Department of Arts, Heritage and the Gaeltacht (DAHG). The Body was established on the 2nd of December 1999 under the North/South Co-operation (Implementation Bodies) (Northern Ireland) Order 1999 and the British Irish Agreement Act 1999. The functions of the Ulster-Scots Agency are the promotion of greater awareness and use of Ullans and of Ulster-Scots cultural issues, both within Northern Ireland and throughout the island.

 Main objectives of the opportunity

The Staff Officer Accountant will be responsible for the management and further development of the Agency’s financial reporting and control systems and ensuring regularity and propriety in managing public funds. The post holder will support the Director of Corporate Services in managing and controlling the user of the Agency’s financial and physical resources.

Reporting to the Director of Corporate Services, the Staff Officer Accountant is accountable for providing professional administrative support to the Finance Function. The main duties of the post will be:

* Maintain and improve the financial system and procedures for the Ulster-Scots Agency.
* Monitor, control and manage income and expenditure and bank accounts.
* Prepare monthly management accounts including budgetary and variance information and statutory year end accounts to deadlines.
* Liaise with Sponsor Departments, Department of Finance and the North South Ministerial Council on funding and financial matters.
* Liaise with internal and external auditors.
* Maintain Business Case Files
* Assist Staff with policy and procedure implementation.
* Monitor Fixed Asset Register maintenance
* Attendance at Audit & Risk Committees
* Contribute to ongoing Information re-categorisation project
* Attendance at North/South Body Finance Managers Meeting
* Manage and develop financial management information systems and databases.
* Liaise with IT support on IT related issues.
* Participate in the Agency’s risk management procedures.
* Work closely with all management in the provision of timely and accurate financial information.
* Drafting and implementation of financial policies, procedures and controls.
* Ensuring full compliance with Financial Memorandum Guidance.
* Overall responsibility for Agency’s Payroll
* Line Management of 1 x Finance Officer.

This list is not exhaustive and the successful candidate will be required to carry out other duties as allocated by management.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Essential Requirements:**

Applicants must, at the closing date for receipt of applications, be able to demonstrate that they are educated to degree level in a relevant discipline.

**Experience:**

1. Full membership of one of the bodies detailed below:
	1. The Institute of Chartered Accountants Ireland
	2. The Institute of Chartered Accountants in Scotland
	3. The Institute of Chartered Accountants in England and Wales
	4. The Chartered Institute of Management Accountants
	5. The Chartered Institute of Public Finance and Accountancy.
2. Minimum of three years’ experience in financial management/management accountant;

OR

Three years financial accounting / auditing experience within the public, private, voluntary or community sector;

1. Minimum of one year experience in a supervisory or managerial capacity in an accounting, finance or audit environment;
2. Possess experience in production or monthly management accounts using computer based accounting systems and experience in the preparation of final statutory accounts;
3. Have knowledge or experience of contemporary corporate governance

 and risk management practices and procedures.

1. Have knowledge of public procurement practices.
2. Have experience of policy and procedure review in a finance setting.
3. Line management experience.
4. Capacity to work as part of a busy team.
5. Effective written and oral communication skills
6. Good organisation, planning and delivery of work
7. Capable of working unsupervised to tight deadlines

Desirable:

Previous payroll experience or working with Pegasus accounting software including payroll.

**4. Personnel: Please state below**

 Who will the individual report to?

Director of Corporate Services

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

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 benefits to each party are listed below:

**Ulster Scots Agency:** will benefit from the accountancy experience and knowledge from a different organisation;

**Individual:** will benefit from experience in a public sector organisation, gain further supervisory and line management experience. A development opportunity with a chance to make new contacts and gain experience in a different setting.

**Individual’s Parent Organisation:** will benefit from individual’s experience in a different setting having faced and overcome various different challenges they may not necessarily face in their own organisation.

**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:** The post can be filled as soon as a suitable candidate has been identified and a release/start date has been agreed.

**Duration:** This will be a secondment to the Ulster Scots Agency for a period of one year, with the possibility of an extension (subject to agreement of all parties).

**Salary:** £32,317 – £34,446

**Location:** Ulster Scots Agency – 31 Gordon Street, Belfast BT1 2LG. Travel will be required in NI therefore access to a suitable form of transport which allows the individual to fulfil the requirements of the post will be required.

**Funding:** Salary and associated costs will be funded by the Ulster Scots Agency.

**Selection:** A shortlist may be prepared based on the information submitted on the candidate pro forma and only those shortlisted will be called for interview. It is important therefore to state how and to what extent you meet all the experience knowledge and skills listed above.

**Contact:** For further information about this position, please contact:

Lorna Elliott

HR/Office Manager

Ulster Scots Agency

Tel: 028 9026 1988

E: lelliott@ulsterscotsagency.org.uk

**Closing Date:** 5.00pm on Friday 04 May 2018

**7. Endorsement**

 **Interchange Manager**

Aaron Tumelty

Signed

23 April 2018

 Date