NICS HR

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

Telephone Fax number

028 9038 3839

N/A

Number

[chrishalliday@sportni.net](mailto:chrishalliday@sportni.net)

E-mail

Type of Opportunity

**Finance Supervisor**

Secondment – Until 31 July 2019, with the possibility of an extension for a further 12 months, subject to the agreement of all parties.

**2. Details of hosting opportunity**

Description of opportunity

Sport Northern Ireland is a leading public body for the development of sport in Northern Ireland, and an Arm’s Length Body of the Department for Communities (DfC).

Sport Northern Ireland is based at the House of Sport in Belfast, and operates a National Outdoor Centre at the base of the Mourne Mountains, Tollymore National Outdoor Centre. Sport Northern Ireland also manage the Sports Institute which is the High Performance Arm of Sport Northern Ireland based at the Jordanstown campus of the University of Ulster, the Sports Institute prepares Northern Ireland’s best athletes to perform on the world stage by providing an environment that nurtures elite athletes and coaches.

The role of the Finance Department is to provide a complete finance service to the whole of Sport Northern Ireland (SNI), addressing all issues of a finance nature and providing all relevant information to meet external demands. These services may include, but are not limited to, any of the following: budgetary setting, reporting & control, financial advice, income management, financial reporting to external bodies, annual accounts preparation, debt management etc.

Main objectives of the opportunity

**JOB PURPOSE**

The Finance Team Supervisor will ensure that funds are administered in line with governance and accountability requirements; and will ensure accurate up to date financial/management information is available to internal/external users of financial data.

The Finance Team Supervisor will report to the Finance Manager and will be responsible for the provision of an efficient and effective financial function within SNI.

Key areas of work will include:

* Line manage a small finance team;
* Provide accurate and timely management information for internal and external users of financial data;
* Provide accurate and timely financial and statistical returns;
* Assist in the preparation of financial accounts and whole of government accounts;
* Assist in producing annual budgets;
* Assist in draw down of funds from sponsoring body;
* Maintain an up to date financial procedures manual
* Maintain an up to date fixed asset register; and
* Liaise with internal and external auditors.

## MAIN AREAS OF RESPONSIBILITY

The Finance Team Supervisor will play a key role within the finance team, including responsibility of line managing three other members of the team. The role in addition will include:

**Management Accounts**

Assist in providing budgetary control and other financial information and advice to SNI’s budget holders and or other users of financial data. This will include:

* Preparation of ad hoc costing or budgetary exercises.
* Preparation of reports on all aspects of the work.
* Liaison with the budget holders, advising and assisting as required.
* Calculation of monthly accruals for inclusion in the SNI monthly accounts.
* Production of sound and accurate budgetary information to budget holders including the monitoring of budgetary performance and the investigation and reporting of material variances.
* The preparation, calculation and maintenance of various budgets (using both computerised and manual methods) including movements in budgets and decisions made by various levels of management.
* Preparing monthly management accounts in different formats for other users of financial information.
* Any other assigned management accounting duties.

**Financial Accounts**

Assist in the production, analysis and review of balance sheets and other financial accounting services. This will include:

* Ensure that SNI’s assets and liabilities are accurately reflected in the ledger by reconciling/reviewing control accounts, and resolving all differences quickly and accurately.
* Assist in the planning production and review of monthly and yearend balance sheets and the Annual Accounts including variance analysis.
* Prepare working papers to be reviewed by external auditors;
* Maintain the fixed asset register and carry out checks on the inventory.
* 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.
* Any other assigned financial accounting duties.

**Administration**

* Prepare responses for Parliamentary Questions and Freedom of Information requests.
* Develop, implement and maintain systems and procedures. Including updating the financial procedures manual.
* In liaison with line manger respond to correspondence as required.
* Draft papers, reports, policy documents as discussed and agreed by line manager.
* Ensure the fixed asset register is kept up to date, for additions, disposals, and depreciation and annual valuations.
* Minutes taking, typing up and circulation as directed.

**General Advice**

* To keep abreast of current technical guidance on the preparation of financial accounts.
* To develop and deliver training to colleagues as required.
* To work closely with counterparts in the Department and other public bodies on financial issues/other matters as required.
* To play an active role in the development and review of financial policies and procedures within the SNI.

**Other**

* Follow all procedures and guidance for maintaining the security and confidentiality of people, information, premises, equipment and software at SNI.
* To take an active part in the preparation and participation in Annual Performance Reviews and Personal Development Interviews, including the identification of personal learning and development needs.
* Any other relevant and related duties as may be required from time to time by the Line Manager.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

The successful candidate will need to demonstrate:

Qualified accountant and member of one of the following chartered accountant bodies:

* The Chartered Institute of Public Finance and Accountancy;
* The Chartered Institute of Management Accountants;
* The Institute of Chartered Accountants in Ireland;
* The Institute of Chartered Accountants in Scotland;
* The Institute of Chartered Accountants in England and Wales;
* The Chartered Association of Certified Accountants;
* The Institute of Certified Public Accountants in Ireland;
* Other equivalent qualification(s) will be considered1.

Two year’s full-time (or equivalent part-time1) employment experience in a financial position with a particular focus on governance issues; value for money; and preparation of management accounts.

Demonstrable experience of implementing financial procedures and preparation of financial and statistical reports.

Two year’s full-time (or equivalent part-time1) experience of utilising computerised accounting software packages.

**4. Personnel: Please state below**

Who will the individual report to?

Finance Manager

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

Finance Manager

**5. Transfer of learning**

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

individual and their organisation.

**Individual**

* Experience working in a Finance Department within an Arm’s Length Body;
* The broad range of experience and responsibility from working closely with Finance Professionals;
* Working with a wide spectrum of stakeholders across the public sector and building on relationships and networks (both established and new);

**Parent Organisation**

This opportunity will enrich the potholder’s experience and develop his/her abilities in a broad range of areas whilst dealing with an extensive range of key stakeholders and the associated networking benefits.

**Host Organisation**

This opportunity will provide Sport NI with an experienced staff member who will play a pivotal role in the provision of strong finance administration service.

**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 opportunity will continue until 31 July 2019. Any further extension will be subject to the agreement of all parties and funding.

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

**Travel:** The post holder will be required to travel regularly to Tollymore National Outdoor Centre in Newcastle and the Sports Institute in Jordanstown.It is therefore essential that applicants have access to a form of transport to allow them to fulfil the requirements of the post.

**Salary:** £30,149 to £31,760.

**Funding:** Salary and other related costs will be funded by Sport NI. Sport NI will fund from existing budgets.

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

**Further Information:** For further information about the post please contact Chris Halliday in Sport NI on 028 9038 3839, or by email at [chrishalliday@sportni.net](mailto:chrishalliday@sportni.net).

**Closing Date:** Noon on Friday 27 July 2018.

**7. Endorsement**

**Interchange Manager**

Chris Halliday

Signed

02 July 2018

Date