NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Public Prosecution Service Northern Ireland

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Danielle Mills

 Name

 Organisation/

Finance, Public Prosecution Service NI

 Department

Belfast Chambers

93 Chichester Street

Belfast BT1 3JR

 Address

 Telephone Fax number

08290264611

 Number

Danielle.mills@ppsni.gov.uk

 E-mail

Type of Opportunity

Secondment, Accounting Technician, PPS

**2. Details of hosting opportunity**

 Description of opportunity

This EO1 Finance Post (Accounting Technician) will work in direct support to the SO Accountant within the financial accounts team. The financial accounts team is responsible for the production of the Annual Report and Resource Accounts for the PPS, managing the finance system, Account NI for PPS and the production of reports for PPS Stakeholders.

Main objectives of the opportunity

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| --- |
| 1. Month End Procedures
2. Prepare monthly accruals, prepayments and accrued income journals
3. Prepare VAT return to DoF.
4. Financial Accounting Analysis and Reconciliations
5. Complete monthly payroll reconciliation
6. Prepare series of revenue reconciliations
7. Prepare series of balance sheet reconciliations
8. Review monthly bank reconciliation
9. Management Reporting
10. Prepare prompt payment statistics
11. Counsel Fee actual v budget report for Monthly Management Board Report
12. Complete annexes for Board Report.
13. Account NI Duties:
14. Review the open order report which is completed by AO
15. Review duplicate payment report (weekly)
16. Manage any queries escalated by AO
17. Approve invoices/purchase orders when required.
18. Staff Management
19. Manage 1 AO
20. Monitor performance of AO
21. Ensure training and development needs are met
22. Complete all elements of staff objective setting and reporting processes on time.
23. Financial Accounts
24. Assist SO Accountant in completion of monthly, interim and Year End Accounts.
25. Complete monthly analysis of expenditure completing journals when required to correct errors.
26. Audit
27. Ensure internal controls are adhered to
28. Assist during internal/external audits when applicable.
29. Other Ad hoc Work
30. Other work as and when required appropriate to the grade.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

1. Qualified or part qualified Accounting Technician.
2. The individual should be interested in gaining experience in financial accounts.

**4. Personnel: Please state below**

 Who will the individual report to?

Mark Johnston. Staff Officer Accountant

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

Mark Johnston. Staff Officer Accountant

**5. Transfer of learning**

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

**Benefits to Individual**

The post-holder will gain valuable experience working in a busy financial accounts team.

**Benefits to PPS**

PPS will benefit from the experience the post holder will bring from their parent organisation, developing and integrating new improved working procedures where appropriate.

**Benefits to Parent Organisation**

The post-holder will gain practical, transferable skills in financial accounts. The parent organisation will benefit from this experience.

**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: November 2018

Salary: The PPS will meet salary costs and associated expenses. The salary scale is £26,962 - £27,819.

Duration: Approx 12 months

Location: Belfast Chambers

Selection Process: Interview

Closing Date: 26th October 2018

Further info: For further information please contact Danielle Mills on 02890264611 or email danielle.mills@ppsni.gov.uk

**7. Endorsement**

 **Interchange Manager**

Danielle Mills

Signed

15/10/18

 Date