NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Local Government Staff Commission for NI

Name of Host

Organisation

**1. Interchange Manager’s details**

Lisa O’Neill

Name

Organisation/

LGSC

Department

Commission House

18-22 Gordon Street

Belfast

BT1 2LG

Address

Telephone Fax number

028 90313200

Number

Lisa.oneill@lgsc.org.uk

E-mail

Type of Opportunity

**Finance & Administrative Officer (4 days per week)**

Secondment – 2 years with the possibility of an extension subject to the agreement of all parties (dependent on LGSC dissolution date)

**2. Details of hosting opportunity**

Description of opportunity

The Local Government Staff Commission for Northern Ireland (The Commission) is an Executive Non-Departmental Public Body established under the Local Government Act (NI) 1972. The Commission’s powers were later extended under the Housing Orders 1976 and 1981 and the Local Government (Miscellaneous Provisions) (NI) Order 1992.

The Commission is an Arm’s Length Body of the Department for Communities (DfC), and the Department determines the Staff Commission’s performance framework in light of the Department’s wider strategic aims and current key commitments. The areas of operation, timeline and actions required by the Commission are set out in this Management and Dissolution Plan, which is approved by the Minister. The Minister is accountable to the Assembly for the activities and performance of the Staff Commission. The Departmental Accounting Officer has designated the Chief Executive of the Staff Commission as the Staff Commission’s Accounting Officer.

In general, the terms of reference for the Commission are to exercise:

***‘general oversight of matters connected with the recruitment, training and terms and conditions of employment of officers of councils and the Northern Ireland Housing Executive and of making recommendations to councils and the Northern Ireland Housing Executive on such matters.’***

[Local Government Act (Northern Ireland) 1972 as amended by the Housing Orders (NI) 1976 and 1981]

In October 2013, following consultation on the future of the Commission, the then Environment Minister announced that the Commission would be wound up at 31 March 2017. This decision was subsequently agreed by the Executive Committee, at their meeting on 19 June 2014.

As the NI Assembly is currently suspended, it has not been possible to have the necessary Dissolution Order in place to wind up the Commission as planned. On this basis, the DfC reconstituted the Commission membership w.e.f. 01 April 2017 (up to the final dissolution date), therefore, this Management and Dissolution Plan has been developed to enable the Commission to continue to implement its statutory duties and for staff to be made compulsory redundant on a phased basis as the non-statutory work of the Commission is gradually passed to councils.

Main objectives of the opportunity

Responsible, under the direction of the Director Corporate Services, for the day-to-day effective and efficient management of the Commission’s financial affairs, corporate governance and office administration, in accordance with Government Accounting Practice and accounts directions issued by the Department for Communities/Local Government Auditor.

**MANAGEMENT OF THE COMMISSION’S DAY-TO-DAY FINANCIAL ACTIVITIES**

**Salaries and Allowances**

* Operation of the computerised monthly salary system (SAGE PAyroll) for Commission staff, including BACs payments and submitting monthly returns to the Inland Revenue, Superannuation Committee and NIPSA.
* Preparation of Year End Returns to Inland Revenue.
* Processing Members’ allowances and provision of information to members for Inland Revenue Assessment.
* Administration of the Commission’s purchasing procedures including sourcing suppliers, negotiating prices with suppliers and advising on value for money options.

**Receipts and Payments**

* Produce and issue all invoices in respect of Commission activities and ensure prompt payment.
* Ensuring payments due to the Commission are received on time and are properly receipted and lodged in Commission bank accounts.

**Bank Account Management**

* Preparing bank reconciliation statements for all Commission accounts. Arranging standing order payments and preparing credit transfer information.
* Ensuring adequate information is received from the bank to monitor bank balances and the maximisation of the business reserve account.
* Determine appropriate methods of payment i.e. cheque/petty cash and management of the petty cash imprest account system.

**General Administration**

* Co-ordinating clerical/in-house services staff to ensure adequate stock levels are maintained.
* Maintenance of filing systems for finance section.
* Answer queries and correspondence from District Councils and government departments as a main point of contact in relation to day-to-day Commission financial matters.
* Making contact with other public sector bodies to secure information on financial management issues and procedures.
* Maintain and update fixed asset register.
* Liaise with IT providers as required, SAGE and NITEC.

**CORPORATE GOVERNANCE**

**Audit**

* To be accountable to the audit committee on any financial matters or relevant explanations.
* Communicate directly with Internal and External audit on timetables of work and audit plans. Ensure all work is completed in time for auditing requirements, ensure all recommendations are considered and implemented.
* Ensure audited financial statements are complete and comply with the relevant requirements for the annual report.
* Assist with any financial areas linked to the risk register.

**Policy Development**

* Manage and support the business planning process and development and implementation of the Corporate Plan and partnership working.
* Keep under review developments in policy determination practices and legislation particularly in relation to local government and make recommendations as appropriate.
* Lead the organisation on all risk management issues.

**Equality and Diversity**

* Act as the single point of contact for the local government Statutory Duty Network on equality and diversity issues.
* Co-ordinate guidance and consultation responses between the Equality Commission for NI and the local government sector.
* Act as Secretary to Commission Working and Steering Groups including the Audit Committee and other groups as required.

**ADMINISTRATION**

Compile agendas, provide papers, research queries and convene meetings and events, as appropriate.

* Contribute in the preparation of agenda papers, etc for Commission meetings and specific project activities as determined by the Director – Corporate Services.
* Participate in Commission/Committee/Senior Management Team meetings as appropriate.

**Communication**

* Co-ordinate and progress the preparation and publication of the Commission’s Strategic and Business Plan.
* Co-ordinate and progress the preparation and publication of the Commission’s Annual Report and Accounts.
* Respond to and deal with Data Protection, Environmental Information Regulations and Freedom of Information requests and provide advice with the development and maintenance of the Publication Scheme and Disposal Schedule.
* Manage the Commission’s Complaints Procedure.
* Liaise with the Information Commissioner’s Office, Public Records Office of Northern Ireland, etc to coordinate Information Management across the sector.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Qualifications**

Candidates must be educated to degree level in a relevant subject including a business/finance element.

**Or**

Candidates who do not satisfy this qualification criteria may be eligible to apply if they demonstrate to the satisfaction of the appointment panel that they have substantial experience in a similar role.

Substantial experience is deemed to be 3 years in a public service environment.

**Experience**

1. Candidates must have at least 3 years’ experience in a similar position in the public or related service. It is desirable that such experience be in the local government sector or in a position which relates to the provision of administration in public/ local government services.

**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.

This is an opportunity for an experienced professional to gain experience in another organisation at middle management level within the local government sector.

**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:** W.e.f. 01 August 2019.

**Duration:** Initially up to 31 March 2021 but this is dependent on a dissolution date.

**Salary Scale:** PO3: £34,106 (pro rata)

(This is open to NICS staff at Staff Officer grade on level transfer terms)

**Funding:** Salary will be met by the Local Government Staff Commission

**Location:** The post is based in Commission House, Gordon Street, Belfast.

**Resources:** The post is mainly office based and all resources will be provided. The post holder will be required to have access to transport to enable travel to council offices etc.

**Selection:** Shortlist followed by interview.

**Contact:** For further information about the post please contact Lisa O’Neill on 028 90313200 or by email at [lisa.oneill@lgsc.org.uk](mailto:lisa.oneill@lgsc.org.uk)

**Closing Date:** 5.00pm on 9th November 2018

**7. Endorsement**

**Interchange Manager**

Lisa O’Neill

Signed

Date

22 October 2018