# Hosting Proforma

Department of Health (DoH)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Nicola McKnight

 Name

 Organisation/

Financial Management Unit (FMU) / DoH

 Department

Room D3.13

Castle Buildings

Stormont Estate

Belfast

 Address

 Telephone Fax number

028 9076 5697

 Number

nicola.mcknight@health-ni.gov.uk

 E-mail

Staff Officer, Financial Management Unit - Secondment for 1 year from appointment date

Type of Opportunity

**2. Details of hosting opportunity**

 Description of opportunity

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| FMU sits with the DoH’s Finance Directorate. The work of Financial Management Unit (FMU) is instrumental in achieving financial break-even each year. To this end, FMU plays a central role in monitoring the deployment of in-year revenue resources of some £5.0bn across the Department and its ALBs. The role of Financial Management Unit is to:* obtain Assembly approval for departmental expenditure - Main and Supplementary Estimates
* maintain an accurate budgetary database in line with Department of Finance requirements
* lead on the preparation of Department of Finance Monitoring Round submissions
* manage overall departmental financial resources - financial breakeven of the department and associated bodies and achievement of required efficiencies
* support the reform of the department and wider HSC, providing advice, guidance and financial information to inform policy decisions
* prepare monthly management accounts, including regular assessments of financial outturn
* prepare annual Provisional and Final Outturn
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 Main objectives of the opportunity

The main area of responsibility for the SO is in-year budget management and reporting. This will include the preparation of:

* In-year monitoring returns for Department of Finance
* Forecast Outturn returns for Department of Finance
* Main and Spring Supplementary Estimates, and
* Provisional and Final Outturn

Other duties may include:

* Identifying budget allocations to ALBs
* Inputting into accountability review meetings, including the preparation of financial briefing material; and
* providing support as a business Partner to a specified budget holder group

**Line Management and Staffing Responsibilities**

* Post holder will report directly to DP Accountant
* Post holder will have staff management responsibilities for an EO1

**Additional Information**

This job description may change from time to time to meet the business needs of the Unit.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Skills and Experience**

Effective delivery of the duties of the post will require the post holder to have the following skills and experience:

* Excellent numerical and spreadsheet skills
* Good communication skills and proven ability to establish productive working relationships within the Department with staff at all levels, and with other relevant organisations;
* The ability to work on own initiative with appropriate supervision and support
* The ability to plan and organise work proactively to meet deadlines
* Good written skills to assist in the preparation of papers and briefings; and
* The ability on occasion to represent the Branch or Department at meetings
* Advanced excel skills would be advantageous

**4. Personnel: Please state below**

 Who will the individual report to?

Nicola McKnight

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

Nicola McKnight

**5. Transfer of learning**

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

 individual and their organisation.

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| The successful candidate will gain valuable insight into the operation of the Department and the financial management and budgeting process through the Department to Depart of Finance. There will be an opportunity to develop networks with Departmental staff and ALB finance staff.The successful candidate will be able to share learning with Departmental colleagues as to the practical implementation of the budgeting process within ALB’s.  |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: as soon as successful applicant has been identified and release date agreed– likely to be end May 2019.**Duration:** Secondment lasting 1 year from date of appointment.**Salary/Funding:** DoH will meet salary costs (scale: £30,149 - £34,760).  **Location:** Thesuccessful applicant will be based in Castle Buildings, Stormont Estate, Belfast.**Selection:** Shortlisting of information followed by discussion with shortlisted candidates.**Contact:**  For further information about the post please contact Nicola McKnight in Department of Health on tel: 028 9076 5697 or by e-mail at nicola.mcknight@health-ni.gov.uk**Closing Date:** Applications must be submitted by 5.00pm on Friday 03 May 2019 to**:**  **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net** **For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

Nicola McKnight

Signed

11/04/19

 Date