# Hosting 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

 Number

chrishalliday@sportni.net

 E-mail

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| **Finance Assistant** - Temporary Opportunity – Until January 2020 (with possibility of extension) |

Type of opportunity

**2. Details of hosting opportunity**

 Description of opportunity

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| 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.Reporting directly to the Finance Team Supervisor, the Finance Assistant will assist and support in the coordination and delivery of a comprehensive Finance Administrative service to Sport Northern Ireland’s managers and staff across the three sites, to enable the achievement of the organisation’s aims and objectives. |

 Main objectives of the opportunity

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| The main areas of responsibility of the Finance Assistant are listed below * responsibility for processing payments to suppliers;
* Purchase ledger monthly reconciliations
* Complete Month end accruals from outstanding Purchase Orders
* reconciling statements from suppliers;
* preparation of prompt payment reports for DCAL;
* Assist in the preparation of statistical reports requested from DCAL on procurement/contracts/consultancy;
* weekly lodgement to the bank;
* Provide cover for other staff when on leave e.g. travel, grant payments.

**A full Job Description can be located in Annex A**  |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The successful candidate will need to demonstrate: Essential Criteria* \*3 GCSEs including English Language and Maths or equivalent[[1]](#footnote-1)
* \*1 year’s demonstrable full time (or equivalent part time1) experience in dealing with correspondence and enquiries from the general public and/or partner organisations.

Desirable Criteria* \*1 year demonstrable full-time (or equivalent part-time) work experience in a finance team
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**4. Personnel: Please state below**

 Who will the individual report to?

Finance Team Supervisor – Kirsty McCool

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

Finance Team Supervisor – Kirsty McCool

**5. Transfer of learning**

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

 individual and their organisation.

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| **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 in a Finance Department 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 service. |

**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 a suitable candidate has been identified and a release date has been agreed.**Duration:** It is anticipated that this opportunity will continue until 31st January2020. Any further extension will be subject to the agreement of all parties and funding.**Location:** House of Sport, 2A Upper Malone Road, Belfast.**Salary**: £20,692 – £22,739. Sport NI will meet salary and any associated costs. **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. **Closing Date:** Applications must be submitted by 5.00pm on Friday 10 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**

Chris Halliday

Signed

16th April 2019

 Date

**ANNEX A**

**SPORT NORTHERN IRELAND**

**JOB DESCRIPTION**

**Job Title:** Finance Assistant

**Responsible to:** Finance Team Supervisor

**Grade:** Administrative Officer (AO)

**JOB PURPOSE**

This position requires a team player who will provide administrative support to the SNI finance team. The ability to work speedily and accurately under pressure is important, as is the ability to effectively adapt to the changing needs of the organisation.

**KEY TASKS AND DUTIES:**

1. To undertake an administrative role including responsibility for:
* responsibility for processing payments to suppliers;
* Purchase ledger monthly reconciliations
* Complete Month end accruals from outstanding Purchase Orders
* reconciling statements from suppliers;
* preparation of prompt payment reports for DCAL;
* Assist in the preparation of statistical reports requested from DCAL on procurement/contracts/consultancy;
* weekly lodgement to the bank;
* provide cover for other staff when on leave e.g. travel, grant payments.
1. To provide a friendly, polite and professional service ensuring accuracy of information, efficiency, and up-to-date service to all internal/external customers.
2. To provide internal/external customers with advice and guidance regarding on the finance function/issues.
3. To accurately record data on the Sport Northern Ireland’s SUN Accounting System and recording grant payments on Sport Northern Ireland’s GIFTS Grants Management System.

1. To undertake general office duties for the Finance Team Supervisor and Finance Manager, including accurate and timely filing of correspondence etc.
2. To undertake any other relevant and related duties as may be reasonably 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.

1. It is the responsibility of the applicant to demonstrate how they satisfy the ‘equivalence criteria’ [↑](#footnote-ref-1)