# 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

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 E-mail

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| **Finance Manager -** Temporary Opportunity – Until September 2020  |

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 Director of Finance & Governance, the Finance Manager will assist and support in the coordination and delivery of a comprehensive Finance Management 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 Manager are listed below * Develop, implement and maintain, systems, procedures and policies.
* In liaison with line manger respond to correspondence as required.
* Draft papers, reports, policy documents as discussed and agreed by line manager.
* Prepare draft and final financial accounts (Lottery/Exchequer) for audit and liase with auditor.
* Prepare annual budgets.
* Produce monthly management accounts for senior managers/Council and project reports for budget holder.
* To assist, in providing financial support to specified budget holders, departmental managers and staff.

**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: * Qualified accountant with one of the recognised professional bodies.
* A minimum of 2 years’ demonstrable (full-time or part-time equivalent) post-qualification work experience in financial and management accounting (management accounts, budgets, annual account, project appraisal).
* A minimum of 2 years’ (full-time or part-time equivalent) demonstrable work experience at supervisory or managerial level.
* A minimum of 2 years’ (full-time or part-time equivalent) demonstrable full-time work experience of working with computerised accounting systems.
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**4. Personnel: Please state below**

 Who will the individual report to?

Director of Finance & Governance –

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

Director of Finance & Governance –

**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 30th September 2020. Any further extension will be subject to the agreement of all parties and funding.**Location:** House of Sport, 2A Upper Malone Road, Belfast.**Salary**: £36,812 - £40,473. Sport NI will meet salary and any associated costs. **Form of transport**: The successful candidate must have access to a suitable form of transport to fulfil the duties of this post.**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 Manager**

**Grade: Deputy Principal (DP)**

**Job Purpose**:

To be responsible for ensuring the efficient and effective provision of a comprehensive financial function within the Sport Northern Ireland.

To prepare financial and management accounts in accordance with best practice and in order to meet the requirements of standing orders, financial regulations and other corporate standards.

To assist in meeting corporate requirements in relation to budgets, budget monitoring and final accounts.

To manage the Finance Team.

**MAIN DUTIES AND RESPONSIBILITIES:**

**1.0 ADMINISTRATION:**

1.1 Develop, implement and maintain, systems, procedures and policies.

1.2 In liaison with line manger respond to correspondence as required.

1.3 Draft papers, reports, policy documents as discussed and agreed by

 line manager.

**2.0 FINANCIAL PROCEDURES/PROCESSES:**

* 1. Prepare draft and final financial accounts (Lottery/Exchequer) for audit and liase with auditor.
	2. Prepare annual budgets.
	3. Produce monthly management accounts for senior managers/Council and project reports for budget holder.
	4. To assist, in providing financial support to specified budget holders, departmental managers and staff.
	5. Provide cashflow management and advice regarding funding streams.
	6. Prepare and send reports to DfC as and when requested.
	7. Maintain system of financial controls.
	8. To assist in assessing the financial implications of new projects and changes in policy.
	9. To represent the finance department on ad hoc project teams and inter departmental liaison meetings.
	10. Other financial and administrative duties including submission of returns, invoice authorisation. Approval of payments – cheque, bacs etc.

**3.0 GENERAL:**

3.1 Demonstrate, in all aspects of the work, commitment to quality and customer service.

* 1. Follow all procedures and guidance for maintaining the security and confidentiality of people, information, premises, equipment and software at Sport Northern Ireland.

3.3 Take an active part in the annual and mid-year Performance Review process, including the identification and bring to the attention of your line manager areas of learning and development to meet agreed objectives.

3.4 Any other relevant and related duties as may reasonably be required by your line manager from time to time.

##  The main duties and responsibilities are indicative of those required for a Deputy Principal Finance post within Sport Northern Ireland. The list is not exhaustive.