# Hosting Proforma

Northern Ireland Fire & Rescue Service (NIFRS)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Dolores Higgins

 Name

 Organisation/

Northern Ireland Fire & Rescue Service (NIFRS)

 Department

NIFRS Headquarters

1 Seymour Street

Lisburn

BT27 4SX

 Address

 Telephone Fax number

02892 664221

 Number

Dolores.higgins@nifrs.org

 E-mail

Type of Opportunity

Financial Accountant

**2. Details of hosting opportunity**

 Description of opportunity

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| Northern Ireland Fire & Rescue Service (NIFRS) provides fire and rescue services to the people of Northern Ireland, an area of over 5,500 square miles, with a population of 1.8 million.NIFRS is funded by the Department of Health (DoH). There are 68 Fire Stations in total throughout Northern Ireland. To support the Senior Financial Services Accountant in the preparation of the Financial Statements and in the provision of efficient and effective management of the Accounts Payable and Employees Services teams, which include banking, cashflow and payroll; and the provision of related proactive, specialist support and advice to budget holders.An Employee Specification is attached at Annex A. |

 Main objectives of the opportunity

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| 1. To assist in the preparation of the Statutory Financial Statements and Consolidating Accounts in accordance with Departmental and Public Sector Directives, Financial Reporting requirements and other relevant guidance and assist in the production of monthly financial reports to the Department as required and that established procedures and month end routines are adhered to.
2. To support the Senior Financial Services Accountant in ensuring that the Employee Services and Accounts Payable Teams enable and support NIFRS service delivery model in line with the with Finance Strategy and business plans, through the provision of expert advice.
3. To ensure the effective and efficient delivery of financial support services by developing effective working relationships with key internal and external stakeholders.
4. To provide professional advice and guidance to budget holders throughout NIFRS.
5. To ensure expenditure is incurred and accounted for in accordance with NIFRS, Departmental and other relevant standards.
6. To prepare appropriate Finance Department business cases as required.
7. To assist in the effective delivery of the NIFRS Payroll, ensuring compliance with internal policies, legislation and best practice.
8. To develop and maintain a working knowledge in respect of Firefighters and NILGOSC pension legislation, policies and procedures and apply these appropriately.
9. To assist in the preparation and submission of the annual Pay Remits.
10. To assist in the review of the Risk Register, any internal or external audit recommendations and follow through on any actions affecting the management of the financial services functions, as a result.
11. To assist in the continual development of accounting systems, analysis and reporting mechanisms and financial control processes.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Experience and Qualifications****Essential:**1. Be a CCAB Qualified Accountant having successfully completed the professional examinations of one of the following:

 - Institute of Chartered Accountants (ICAEW, ICAI, ICAS) - Chartered Institute of Management Accountants - Chartered Association of Certified Accountants - Chartered Institute of Public Finance & Accountancy1. Have at least 2 years relevant experience of:

(a)Financial management, including accounts payable and payroll functions(b)The preparation of Statutory Financial Statements.1. Demonstrable experience of:
2. Using computerised accounting packages and use of excel and databases for the provision of financial information
3. Accounting systems development
4. Providing financial information for corporate decision making.
5. Developing financial governance arrangements
6. Can demonstrate:
	1. Excellent interpersonal and influencing skills with a successful track record in developing and maintaining productive working relationships
	2. Excellent planning skills and ability to work under pressure of multiple deadlines
	3. Delivery of high quality work with excellent attention to detail
7. Possess a current driving licence or have access to a form of transport that will permit the candidate to meet the requirements of the post in full.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Senior Financial Accountant |

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

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| See above |

**5. Transfer of learning**

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

 individual and their organisation.

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| This is an opportunity for an experienced professional to gain experience in another organisation at Middle Management level during a period of significant change and improvement. |

**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**: Initially 12 months but with a possible extension, subject to the agreement of all parties.**Location**: NIFRS Headquarters, 1 Seymour Street, Lisburn BT27 4SX**Resources**: This post is office based and all resources will be provided.**Funding**: Salary and associated expenses will be met by NIFRS.**Further information**: Process will consist of a shortlisting followed by interview. Salary: **£34,106 - £37,107\***\*NICS staff should note this straddles SO and DP grades salary bands**Closing Date:** Applications must be submitted by 5.00pm on Monday, 3 June 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**

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| **Dolores Higgins** |

**Signed:**

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| **14/05/19** |

**Date:**

**ANNEX A**

**Northern Ireland Fire & Rescue Service**

**Job Description**

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| **Ref No:** **I/C 31/19** |  | **Date:** | May 2019 |

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| **Dept:** | Finance  |
| **Section:** | Financial Services |
| **Job Title:** | **Financial Services Accountant** |
| **Grade:** | **PO3** |
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| **Reports to:** | **Senior Financial Services Accountant**  |

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**MAIN PURPOSE**

To support the Senior Financial Services Accountant in the preparation of the Financial Statements and in the provision of efficient and effective management of the Accounts Payable and Employees Services teams, which include banking, cashflow and payroll; and the provision of related proactive, specialist support and advice to budget holders.

To contribute as an integral member of the Finance team to the provision of a modern, professional and responsive financial service to support the vision and mission of NIFRS outlined below:

**Vision**

Protecting our Community

**Mission**

To deliver a fire and rescue service and work in partnership with others to ensure the safety and well-being of our community

**Summary of Responsibilities:**

**Financial Planning & Management**

1. To assist in the preparation of the Statutory Financial Statements and Consolidating Accounts in accordance with Departmental and Public Sector Directives, Financial Reporting requirements and other relevant guidance.
2. To assist in the production of monthly financial reports to the Department as required and that established procedures and month end routines are adhered to.
3. To support the Senior Financial Services Accountant in ensuring that the Employee Services and Accounts Payable Teams enable and support NIFRS service delivery model in line with the with Finance Strategy and business plans, through the provision of expert advice.
4. To ensure financial policies and procedures are aligned to the legislative context, Financial Regulations and best practice.
5. To work with the Senior Financial Services Accountant in formulating financial forecasts and plans to enable service delivery.
6. To ensure the effective and efficient delivery of financial support services by developing effective working relationships with key internal and external stakeholders including, the Senior Financial Services Accountant, Head of Finance, Pension Administrators, Auditor and Departmental contacts.
7. To provide professional advice and guidance to budget holders throughout NIFRS.
8. To assist in the provision of effective delivery of the accounts payable function, ensuring compliance with internal policies, legislation and best practice.
9. Be responsible for the oversight of the day to day management of the Treasury/Cash management processes, ensuring compliance with policies, procedures and procurement
10. Be responsible for the review and approval of control account reconciliation and associated statutory submissions
11. To ensure expenditure is incurred and accounted for in accordance with NIFRS, Departmental and other relevant standards.
12. To prepare appropriate Finance Department business cases as required.
13. To maintain up-to-date knowledge on Departmental directives, policy and legislative requirements, insofar as they are relevant to the financial services functions.
14. To assist the Senior Financial Services Accountant in developing Standing Financial Instructions and procedure manuals to ensure probity and regularity over public expenditure.

**Payroll & Pensions**

1. To assist in the effective delivery of the NIFRS Payroll, ensuring compliance with internal policies, legislation and best practice.
2. To develop and maintain a working knowledge in respect of Firefighters and NILGOSC pension legislation, policies and procedures and apply these appropriately.
3. To assist in the day-to-day management of the contract and the SLA with the Pensions administration provider.
4. To assist in the preparation and submission of the annual Pay Remits.
5. Be responsible for the production of monthly staffing establishment figures which reconcile to Payroll and HR establishment records.

**Performance Management & Governance**

1. To assist in the review of the Risk Register, any internal or external audit recommendations and follow through on any actions affecting the management of the financial services functions, as a result.
2. To maintain key performance indicators and to monitor and report performance against these indicators.
3. To assist in the recording and reporting of fraud or potential frauds in line with policy and to lead the day to day compliance of the National Fraud Initiative.
4. To assist in the continual development of accounting systems, analysis and reporting mechanisms and financial control processes.
5. To provide input to Assembly Questions and requests under Freedom of Information as required

General Responsibilities

1. To maintain good relationships and morale amongst the wider finance team.
2. To provide support and cover as far as practicable for the others with the Finance department.
3. To contribute as required to the preparation of the Finance strategy, business plan and associated action plans.
4. To direct queries to the appropriate source for issues outside the remit of this post. This includes providing cover for service areas other than that initially assigned.
5. To undertake finance-related project work as directed by the Financial Services Accountant using the principles of good project management.
6. To participate as directed in the NIFRS recruitment and selection procedures, in line with NIFRS Code of Practice on Recruitment and Selection
7. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the NIFRS.
8. To maintain an up-to-date knowledge of developments across a broad range of finance-related activity to include changes to regulations, legislation and national/local terms and conditions of employment and maintain personal CPD.
9. To be responsible for promoting, upholding and implementing all NIFRS policies, plans and procedures and those relating to legal requirements such as equality, health and safety, data protection and freedom of information, etc.
10. To undertake any other duties which may be assigned to meet organisational need and the change agenda and which are reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined.
11. To represent the Senior Financial Services Accountant as required.

**Employee specification**

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| **Ref No: I/C 31/19** |  | **Date:** May 2019 |

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| **Dept:** | Finance Directorate  |
| **Section:** | Finance |
| **Job Title:** | **Financial Services Accountant** |
| **Grade:** | **PO3** |
| **Reports to:** | **Senior Financial Services Accountant** |

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**Experience and Qualifications**

**Essential:**

1. Be a CCAB Qualified Accountant having successfully completed the professional examinations of one of the following:

 - Institute of Chartered Accountants (ICAEW, ICAI, ICAS)

 - Chartered Institute of Management Accountants

 - Chartered Association of Certified Accountants

 - Chartered Institute of Public Finance & Accountancy

1. Have at least 2 years relevant experience within a large complex organisation\* of:
2. Financial management, including accounts payable and payroll functions
3. The preparation of Statutory Financial Statements.

\*NIFRS employs in excess of 2000 staff, has over 70 sites and a budget of circa £69 million.

1. Demonstrable experience of:
2. Using computerised accounting packages and use of excel and databases for the provision of financial information
3. Accounting systems development
4. Providing financial information for corporate decision making.
5. Developing financial governance arrangements
6. Can demonstrate:
	1. Excellent interpersonal and influencing skills with a successful track record in developing and maintaining productive working relationships
	2. Excellent planning skills and ability to work under pressure of multiple deadlines
	3. Delivery of high quality work with excellent attention to detail
7. Possess a current driving licence or have access to a form of transport that will permit the candidate to meet the requirements of the post in full.

**Desirable:**

1. Experience in Pensions Accounting; and