# Hosting Proforma

Northern Ireland Civil Service (NICS)

Name of Host

Organisation

**1. Interchange Manager’s details**

Michelle Anderson

Name

Organisation/

Department of Finance

Department

Hillview Buildings

Stormont Estate

Belfast

BT4 3TA

Address

Telephone

028 9052 0053

Number

[michelle.anderson@finance-ni.gov.uk](mailto:michelle.anderson@finance-ni.gov.uk)

E-mail

Type of Opportunity

Secondment – Internal Auditor

**2. Details of hosting opportunity**

Description of opportunity

|  |
| --- |
| Northern Ireland Civil Service (NICS) departments are responsible for overseeing the allocation and management of the expenditure authorised by the NI Assembly, through a wide range of public organisations which include the departments, their agencies and other arm’s length bodies.  The Permanent Secretary of each department, who is designated as the Accounting Officer, is personally responsibly to the NI Assembly for how this money is spent. They look to their Internal Auditors to provide them with independent assurance regarding the systems in place to ensure that the money is spent appropriately and that value for money is achieved in the delivery of services.  This is a one year secondment opportunity to work as an Internal Auditor in the NICS with the possibility of an extension, subject to the agreement of all parties. Working as an Internal Auditor within the NICS you would have the opportunity to audit a wide range of systems in a variety of environments, doing so in line with Public Sector Internal Audit Standards (PSIAS). |

Main objectives of the opportunity

|  |
| --- |
| The main duties and responsibilities will include:   * Planning a programme of internal audit assignments, identifying and assessing key risks and agreeing a Terms of Reference for each audit assignment; * Recording, evaluating and testing risk management and internal control processes using appropriate audit skills, techniques and judgement; * Agreeing audit findings, conclusions and recommendations with management; * Formally reporting findings and opinions to audit clients; and * Assisting the Audit Manager and the Head of Internal Audit in the provision of a consulting service (including advice and guidance) to help management improve risk management, control and governance, including system development work. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| Individuals must hold one of the following qualifications and have current membership of the relevant Institute:   * The Chartered Institute of Internal Auditors (CIA, PIIA or CMIIA); * The Chartered Institute of Public Finance and Accountancy (CIPFA) Diploma in Public Audit (DPA) or Advanced Diploma in Public Audit (ADPA);   OR  be a full current professional member of one of the following bodies:   * Chartered Accountants Ireland; * The Institute of Chartered Accountants of Scotland; * The Institute of Chartered Accountants in England and Wales; * The Chartered Institute of Management Accountants; * The Association of Chartered Certified Accountants; * The Chartered Institute of Public Finance and Accountancy; * The Institute of Certified Public Accountants in Ireland.   AND  At least 2 years practical experience of applying risk/systems based internal audit principles.  AND  The post holder must have access to a form of transport which will permit them to carry out the duties of the post. |

**4. Personnel: Please state below**

Who will the individual report to?

|  |
| --- |
| There are a number of departmental Internal Audit teams within the NICS, each providing an Internal Audit service to their respective departments, agencies and other sponsored bodies. Successful individuals will have the opportunity to work within departments across the NICS undertaking reviews in a diverse range of areas. |

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

|  |
| --- |
| The individual will report to the Audit Manager / Head of Internal Audit within the team in which they are carrying out assignments. |

**5. Transfer of learning**

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

individual and their organisation.

|  |
| --- |
| **Benefits to the NICS**  The NICS will benefit from the different perspectives brought by an individual who works in a different organisation / sector.  **Benefits to individual**  The individual will benefit through enhancing their internal audit knowledge and skills by involvement in assignments in a diverse range areas.  **Benefits to the Individual’s Organisation**  The individual will return to their organisation with additional experiences and skills and new perspectives gained in a diverse range of areas. |

**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.

|  |
| --- |
| **Start Date**: As soon as a successful candidate has been identified and a release date has been agreed.  **Duration**: One year with the possibility of an extension, subject to the agreement of all parties.  **Location**: The NICS Group Internal Audit Service has locations in Belfast city centre, Stormont, Bangor and Londonderry and there are currently opportunities to work across all of these locations. Location preferences can be discussed with applicants.  **Resources**: Office based with all relevant facilities provided including a laptop computer.  **Funding**: NICS will pay salary costs and associated expenses. The salary scale is: £31,249 – 33,960.  **Further information**: For further information about the post please contact Michelle Anderson by telephone on 02890 520053 or by email on michelle.anderson@finance-ni.gov.uk  **Closing Date:** Applications must be submitted by 5.00pm on **Friday 31st May 2019** to**:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

|  |
| --- |
| **Michelle Anderson** |

**Signed:**

|  |
| --- |
| **17 May 2019** |

**Date:**