# 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

Secondment - Finance Technician

**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. The Finance Technician will assist the management and financial accountants with timely and accurate production of financial reports and financial information and reconciliations, through the provision of high quality administrative and technical support. |

 Main objectives of the opportunity

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| 1. To assist the management and financial accountants with timely and accurate production of financial reports and financial information and reconciliations, through the provision of high quality administrative and technical support.
2. To assist as required in the preparation of internal and statutory returns to ensure compliance with legislation, financial instructions, scheme of delegation, policies, procedures and best practice.
3. To operate within the control framework in place within the department.
4. To assist with end of month and end of year accounts procedures to support the preparation of the financial and management accounts and other statutory returns.
5. To prepare operational reports and assist with the preparation of strategic reports that provide information to support decision-making.
6. To prepare and upload journals onto the finance system.
7. To maintain financial records, ensuring accuracy and completeness.
8. To provide ad-hoc financial management information as required including; extraction and calculation of figures and the creation of documents using software packages such as MS Excel or Access, etc.
9. To assist with non-current asset reconciliations, including matching of payments and liaising with relevant stakeholders for outstanding documentation.
10. To assist as required with information regarding Assembly questions and requests under the Freedom of Information Act.
11. To assist in the continual development of financial processes to improve efficiency and effectiveness.
12. To provide administrative support to the Finance Directorate, ensuring good record keeping and accurate data capture.
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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. Possess a HNC in a relevant subject or equivalent

**And**Have a minimum of two years’ experience working in a Finance environment to include:1. Preparing and Processing journals and reconciliations
2. Working with a computerised accounts package.
3. Using advanced excel skills to capture and analyse data for information and reporting purposes.

**Or**Possess a minimum of 5 GCSEs at ‘A’, ‘B’, or ‘C’ grades or equivalent (including English Language and Mathematics).**And**Have a minimum of three years’ experience working in a Finance environment to include:1. Preparing and Processing journals and reconciliations
2. Working with a computerised accounts package.
3. Using advanced excel skills to capture and analyse data for information and reporting purposes.
4. Can demonstrate:
	1. Effective planning, organisation, prioritising skills and attention to detail and the ability to work individually or as a team member;
	2. Effective communication skills (both oral and written) and the ability to provide timely and accurate information;
	3. A customer service orientation.
5. Competent in the use of Windows and other Microsoft applications
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Management 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 to gain experience in another organisation 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 w/c 17th June 2019 followed by interview w/c 24th June 2019. Salary: **£26,470 - £28,221 per annum****Closing Date:** Applications must be submitted by 5.00pm on **Friday 14 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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| **14/5/19** |

**Date:**