# Hosting Proforma

Northern Ireland Screen

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Richard Williams

 Name

 Organisation/

Northern Ireland Screen

 Department

Alfred House

21 Alfred Street

Belfast BT2 8ED

 Address

 Telephone Fax number

028 90268585

 Number

richard@northernirelandscreen.co.uk

 E-mail

Type of Opportunity

Temporary Opportunity – **Director of Finance & Governance** – ideally 6 months but 4 months considered

**2. Details of hosting opportunity**

 Description of opportunity

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| Northern Ireland Screen is the national screen agency for Northern Ireland. Its mission is to maximise the economic, educational and cultural benefits of the screen industries for the benefit of all in Northern Ireland. Recent successes include the production of Game of Thrones, Line of Duty and Derry Girls in Northern Ireland, the development of Belfast Harbour Studios and the opening of the incubation space for games companies, The Pixel Mill.Reporting to the CEO the post-holder is a member of the Senior Management Team and is responsible for the development, management, effective and efficient operation of the organisation’s finance, funding, corporate governance and personnel strategy. Together with the screen industry activity, the post-holder will have significant involvement with Northern Ireland Screen’s Language Funds, Heritage & Archive Work, Education & Careers activities and Exhibition. |

 Main objectives of the opportunity

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| * Work with CEO and senior management team to develop the organisation’s strategic planning.
* Responsible for the operation of financial systems and procedures throughout the organisation in accordance with MSFM and statutory compliance.
* Management of the organisation’s corporate governance requirements
* Management of the organisation’s budget and financial planning functions:
* Manage the provision of financial reporting systems to enable management to manage budgets and maximise resources
* Responsible for the operations of the funding department
* Responsible for review of financial management of the Irish Language Broadcast Fund and the Ulster-Scots Broadcast Fund
* Manage staff within the funding, finance and corporate governance/administrative departments
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**3. Skills requirements**

What qualities, skills and experience are required from the individual

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| * The candidate will hold a professional accountancy qualification (ACA, ACCA, CIMA)
* The role would suit a candidate with interest in and/or experience of management and operations alongside financial management.
* Experience of responsibility for public funds is critical and some human resources experience would be useful.
* Experience that would indicate the capacity to deal with Northern Ireland Screen annual budget of approximately £20 million committed to a diverse range of activities.
* An enthusiasm to be part of the fast-moving development and growth of the screen industries and screen culture in Northern Ireland.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| CEO |

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

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| CEO |

**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 of working in a very commercially driven ALB
* Strategic planning, budgeting and accounting for a company limited by guarantee with an annual turnover of £20 million
* Experience of working within ALB’s governance structure with an independent board, sponsor department and wide range of other public and private stakeholders

Parent OrganisationThis opportunity will enrich the right candidate’s experience, exposing them to a complex range of public and private sector challenges. The post will carry considerable autonomy and require the candidate to take responsibility. Host OrganisationAs well as covering the immediate skills and capacity deficit, Northern Ireland Ireland would benefit from the day to day insight of a colleague with experience of working within a department of the civil service. Generally, Northern Ireland Screen recruits from within the screen industries and consequently expertise in the protocols and practices within the civil service can be limited. |

**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 possible**Duration**: 6 months (although 4 months would be considered)**Location**: Alfred House, Alfred Street, Belfast**Funding**: NICS Grade 7 salary and other related costs will be funded by Northern Ireland Screen. The salary scale is £48,829-£53,518**Funding**: Northern Ireland Screen**Further information**: contact Richard Williams, CEO, Northern Ireland Screen **Closing Date:** Applications must be submitted by 5.00pm on Friday 31 January 2020 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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| **Ricahrd Williams** |

**Signed:**

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| 15 January 2020 |

**Date:**