NI INTERHCHANGE SCHEME

Interchange Unit

# Hosting Opportunity Proforma

Arts Council of Northern Ireland (ACNI)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Witney Williamson

 Name

 Organisation/

ACNI

 Department

Linen Hill House

23 Linenhall Street

Lisburn

BT28 1FJ

 Address

028 9262 3524

N/A

 Telephone Fax number

 Number

wwilliamson@artscouncil-ni.org

 E-mail

**Finance Officer**

Secondment – 11 months with the possibility of an extension subject to the agreement of all parties.

Type of Opportunity

**2. Details of hosting opportunity**

 Description of opportunity

**Finance Officer**

One Interchange opportunity is available to work in the Arts Council of Northern Ireland. The post is equivalent to Executive Officer (EOII) in the NICS and will working within the Arts Council’s Finance team.

The Arts Council of Northern Ireland is an NDPB for the Department of Communities. The Finance Office is responsible for the Council’s financial statements, general ledger, budgeting, payroll, accounts payable, accounts receivable, grants accounting, asset management (RAM), travel recording, procurement card, Sage financial system and various special analyses.

The Finance office consist of four staff, Finance Manager, Accountant and two Finance Officers. The Council manages Exchequer and Lottery Funding in the region of £20m per annum.

**Main objectives of the opportunity**

**Job Description**

* To be responsible for assisting in the efficient and effective provision of a comprehensive financial function within the Arts Council for Northern Ireland.
* To carry out financial management and accounting tasks in accordance with procedures established in the finance team 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.

**Principal Duties**

* To be fully conversant with all aspects of the Council’s computerised financial and payroll ledgers;
* To operate specified financial modules/ledgers as directed by the Finance Manager;
* To carry out specified day-to-day financial administrative activities as directed;
* To deal with routine financial queries;
* To provide support and advice to the other officers of the Council on matters such as budgetary monitoring and control;
* To liaise with the Council’s bank as directed by the Finance Manager including reconciliation of bank and credit card statements;
* To assist the Finance Manager with the production of financial and management reports as required;
* To make the submission of specified statutory returns and declarations to the necessary authorities within deadlines;
* To assist with the preparation of all financial records, ledgers, summaries and inventories of equipment etc for year-end audit review;
* To support the implementation of the Arts Council’s policy in relation to equality of opportunity.
* To prepare the annual returns and deal with any queries regarding the administration of the Council’s Pension schemes.
* To assist and prepare the annual documentation required for the Pay Remit process and deal with any queries relating to the approval of Salary related pay increments.
* To be able to manage and administer the payroll process within the Council and file all statutory returns within the relevant deadlines.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Essential Criteria**

**Education**

A professional accounting qualification at Accounting Technician level or higher.

**Experience**

Candidates will be required to demonstrate experience of:

1. A minimum of 3 years’ full-time employment (or equivalent) within the last 5 years in a finance department as a finance administrator including working with computerised accounting systems or equivalent.

1. Practical experience in a finance role of: -
2. computerised purchase ledgers;
3. preparation of bank reconciliations; and
4. budgeting.
5. Experience of using Microsoft Software and Computerised payroll system.
6. Excellent communication skills in dealing with people at all levels (both internally and externally).

**Desirable Criteria**

* Experience in the use of Sage accounting packages.

**4. Personnel: Please state below**

 Who will the individual report to?

Finance Manager

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

Finance Manager

**5. Transfer of learning**

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

 individual and their organisation.

**Individual**

The post holder will benefit from working with an extensive range of stakeholders and will gain valuable experience in contributing towards the development of Arts Council policies and procedures. The post holder will have the opportunity to engage directly with the Arts Sector clients and staff of the ACNI.

**Parent Organisation**

This opportunity will enrich the post-holder’s experience of working in a Finance Department within an Arm’s Length Body and with the Arts Sector.

**Host Organisation**

The benefit to the host organisation will be attracting an individual with the capacity and capability to assist in the delivery of a key Departmental and Ministerial priorities while providing the opportunity to widen the skills and experience of the existing Team.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.;

 desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start date**: The objective is for the successful candidate to be in post by 2 March 2020 at the latest. This opportunity will be for 11 months until February 2021, with the possibility of an extension, subject to the agreement of all parties.

**Duration**: Secondment – 11 months with the possibility of an extension subject to the agreement of all parties.

**Location**: The post-holder will be based at: Arts Council of Northern Ireland

Linen Hill House, 23 Linenhall Street, Lisburn BT28 1FJ

**Selection**: Selection will be by interview.

**Funding**: Salary and other related costs will be met by the Arts Council of Northern Ireland. Salary Scale: £24,429 - £25,225.

**Further information**: For further information please contact Witney Williamson on Tel: 028 9262 3524 or by email at:

wwilliamson@artscouncil-ni.org.

**Closing Date:** Applications must be submitted by 5.00pm on Monday 17th February 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**

Witney Williamson

Signed

21/01/2020

 Date