NI INTERCHANGE SCHEME

Interchange Unit

# Hosting Opportunity Proforma

Northern Ireland Policing Board

Name of Host

Organisation

**1. Interchange Manager’s details**

Joseph O’Byrne

Name

Organisation/

Northern Ireland Policing Board

Department

Waterside Tower

31 Clarendon Road

Clarendon Dock

Belfast BT1 3BG

Address

Telephone

028 90408588

Number

joseph.o’byrne@nipolicingboard.org.uk

E-mail

Type of Opportunity

Staff Officer Accountant – Finance & IT Branch

Secondment – for one year from appointment date

**2. Details of hosting opportunity**

Description of opportunity

The Northern Ireland Policing Board (the Board) is responsible for the effective independent oversight of policing.  
  
The Board has 19 Members in total, including the Chair and Vice Chair. Ten are Members of the Northern Ireland Assembly appointed under the D’Hondt principles and 9 are Independent Members appointed by the Justice Minister for Northern Ireland. Board Members are appointed for a term of either 3 or 4 years. A full list of all 19 Board Members can be found on the Board’s website atj[www.nipolicingboard.org.uk](http://www.nipolicingboard.org.uk).  
  
The Board’s key statutory responsibility is to hold the Chief Constable to account for his actions and those of the PSNI more generally. It does this principally through monthly meetings of the Board and through the Board’s Committees. There is a significant and complex legislative framework based largely on the Police (Northern Ireland) Acts 1998, 2000 and 2003 which determines the responsibilities of the Board, both in respect of the PSNI and those directly applicable to the Board. Key to these responsibilities is a duty to secure the maintenance of an effective and efficient police service.  
  
The Board undertakes these duties by supporting the PSNI in securing the budget for policing and monitoring its expenditure; monitoring PSNI performance against the Policing Plan; monitoring compliance with the Human Rights Act 1998; securing continuous improvement; and monitoring the use of resources. The Board is also responsible for appointing Senior Officers and Chief Officers (civilian equivalent) and is also the pension’s administrator for the PSNI.  
  
The Board is looking to appoint a Staff Officer Accountant on a temporary basis for a period of 12 months to support the Finance team during a period of maternity absence. The successful candidate will report to the Finance & IT Manager within the Board’s Resources Directorate.

This is an exciting opportunity to be part of one of the most important public bodies in Northern Ireland. With oversight of one of the largest police services in the UK, the Board has a key role to play in developing the Police Service of Northern Ireland and to keep our communities safe.

Main objectives of the opportunity

The main duties and responsibilities of the post are listed below:

* Assist in the Board’s comprehensive responsibilities relating to the monitoring of PCSP finances, including all aspects of budgetary control and year−end submissions for inclusion in the Board's statutory Financial Statements.
* Provide high quality, reliable, accurate and timely financial information to the PCSPs, the Department of Justice and Board Committees.
* Assist with the Board's financial planning processes.
* Assist with the preparation of the Board's financial accounts and Annual Report.
* Assist with the development and implementation of the Board's procurement policy
* Ensure the principles of resource accounting and budgeting are embedded within the Board's financial and management systems and accounts.
* Develop and implement financial systems to support financial management and reporting processes.
* Assist the Finance & IT Manager to provide advice, guidance and direction on resource accounting, the management of budgets and in−year monitoring of expenditure.
* Establish and maintain close and effective working relationships with a range of organisations including local government, other government departments and agencies, audit functions etc.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Essential criteria:**

1. Be a full, current member of a CCAB/CCAB Ireland recognised body or equivalent and have at least 2 years post qualification experience.
2. Have at least 3 years’ experience using Microsoft Excel and be proficient in its use.
3. Have at least 2 years’ experience of creating, maintaining and enhancing working relationships with key stakeholders.

**Desirable Criteria:**

1. Have experience of using SAGE accounting software.

FURTHER INFORMATION

Further information about this opportunity can be obtained from the CEO, Barney McGahan in the Policing Board, Tel. 028 9040 8535

**4. Personnel: Please state below**

Who will the individual report to?

Finance & IT Manager of the Northern Ireland Policing Board

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

Finance & IT Manager of the Northern Ireland Policing Board

**5. Transfer of learning**

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

individual and their organisation.

The secondment will provide a very effective means of gaining an in depth understanding of how the NIPB operates and the scope and breadth of the work undertaken. The secondee will gain an opportunity to work in a challenging and dynamic environment and play a crucial role in the process of preparing monthly management accounts and annual financial statements. Additionally, the secondee will gain new skills and develop their understanding and outlook of the work of different organisations.

The opportunity will also provide the secondee and the host Department with a much greater awareness and understanding of the Policing Board’s processes and procedures, enhance cross-functional communications and strengthen relationships between the organisations.   
  
NIPB will benefit from the skills and experience of an individual capable of delivering on the main objectives of this role and an external perspective would also be of benefit.

**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 opportunity will commence in May 2020 subject to the successful applicant satisfying CTC security clearance.

**Duration:** The secondment will last for a period of 12 months, subject to the agreement with all parties.

**Funding and Salary:** The Northern Ireland Policing Board will pay salary costs and associated expenses. The salary scale will be £33,526 – £35,157.

**Location:** The post will be based in the Policing Board’s Headquarters at Waterside Tower, 31 Clarendon Road, Belfast, BT1 3BG. It is essential that applicants must have access to a form of transport which will permit them to meet the requirements of the post in full.

**Selection:** Shortlisting followed by interview of shortlisted candidates.

**Contact:** For further information about the post please contact Brian McDonald in the NI Policing Board on 028 9040 8507 or by email to [brian.mcdonald@nipolicingboard.org.uk](mailto:brian.mcdonald@nipolicingboard.org.uk).

The post requires a considerable degree of commitment, initiative, flexibility and adaptability.

**Closing Date:** Applications must be submitted by **5.00pm on Friday 21 February 2020** 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**

Joseph O’Byrne

Signed

07 February 2020

Date