# Hosting Proforma

Department of Finance – International Fund for Ireland

Name of Host

Organisation

**1. Interchange Manager’s details**

John A Carson

Name

Organisation/

International Fund for Ireland - Department of Finance (DoF)

Department

Seatem House

28-32 Alfred Street

Belfast

BT2 8EN

Address

028 90312884

Telephone Fax number

Number

[john.carson@finance-ni.gov.uk](mailto:john.carson@finance-ni.gov.uk)

E-mail

Finance/Corporate Governance – Secondment

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

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| One post – **Finance/Corporate Governance Officer**  Secondment – two years with option to extend for up to a further year. |

Main objectives of the opportunity

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| **Key Responsibilities**  **Finance**  The post holder is required to effectively manage, monitor, evaluate and report on the administrative and programme finance resources for the International Fund for Ireland (North & South). The post holder takes the lead in all financial matters, governance issues for IFI (North & South) and has access to support from the Joint Directors General (North & South) and the IFI Audit Committee.  **Corporate Governance**  The post holder is the key contact North & South in relation to Corporate Governance and will be responsible for providing appropriate Secretariat support to the IFI Board and its committees (particularly Audit & Risk) and Joint Director Generals. The post holder will also have an important role to play in contributing to the overall success of IFI in supporting delivery of its key objectives and the successful implementation of the IFI’s new strategy from 2021.  **Internal Processes**  The post holder will provide a quality administrative service in support of delivering branch objectives, particularly in relation to the monitoring, evaluation and reporting of programme performance against the Fund’s Outcomes Based Accountability (OBA) framework. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Essential**   * Ensure all information for the preparation and external audit of year end accounts is available on time. * Budgets and Financial Monitoring: Provision of financial information to management, Board Audit Committee. * Contract Management: Manage all of IFI contracts in an appropriate and timely manner. * Ensure IFI Corporate Governance procedures including Risk & GDPR registers are up to date and appropriate. * Consideration of a new programme measurement framework for IFI programmes.   **Desirable**   * Self-motivation - ability to work on own and as part of a team. |

**4. Personnel: Please state below**

Who will the individual report to?

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| John A Carson, Acting Joint Director General, IFI |

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

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| John A Carson, Acting Joint Director General, IFI |

**5. Transfer of learning**

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

individual and their organisation.

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| The successful applicant will be exposed to priority work to underpin efforts to promote peace across Northern Ireland and the southern border counties and will contribute to the future direction and structure of IFI. They will acquire insight into the working of an international organisation and will gain experience in a wide range of relevant skills and competencies to support their personal and career development.  Their respective organisation will gain from the expertise and knowledge gained from their employees participation in this secondment opportunity and with the added benefit of new networks and contacts which may have potential benefit to the parent organisation.  The Department of Finance will benefit from an individual keen to make a difference who will bring a skills set with them for applying to the tasks in hand and will therefore be able to make a contribution to developing peace and reconciliation on the island of Ireland. |

**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. The individual will have access to all necessary equipment and space to undertake their duties in line with the NICS code of practice and will be expected to comply with all relevant codes for NICS staff.  **Duration**: The post will be expected to last for two years with option to extend for up to a further year  **Location**: The successful candidate will be based in IFI, Seatem House, 28-32 Alfred Street, Belfast, BT2 8EN  **Form of Transport**: The post holder will be expected to travel within Northern Ireland and the southern border counties and should have access to a suitable form of transport.  **Funding**: IFI.DoF will meet the salary and associated costs for this post. The salary scale is: £30,526 - £40,979.  **Further Information**: Please contact John A Carson on 07876 548863 or by email on [john.carson@finance-ni.gov.uk](mailto:john.carson@finance-ni.gov.uk)  **Closing Date:** Applications must be submitted by **5.00pm on Friday 19 June 2020** to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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**Signed:**

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| **04 June 2020** |

**Date:**