# Hosting Proforma

**Local Government Staff Commission**

Name of Host

Organisation

1. **INTERCHANGE MANAGER’S DETAILS**

**Helen Hall**

Name

**Local Government Staff Commission**

Organisation/

Department

**Commission House**

**18-22 Gordon Street**

**Belfast**

**BT1 2LG**

Address

Telephone Fax number

**02890 313200**

Number

**helen.hall@lgsc.org.uk**

E-mail

**Accounting and Dissolution Officer**

 **(3 days per week)**

**Secondment until 31 March 2021 with the possibility of an extension subject to the agreement of all parties (dependent on LGSC dissolution date).**

Type of Opportunity

**2. DETAILS OF HOSTING OPPORTUNITY**

 **Description of opportunity**

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| The Local Government Staff Commission for Northern Ireland (The Commission) is an Executive Non-Departmental Public Body established under the Local Government Act (NI) 1972. The Commission’s powers were later extended under the Housing Orders 1976 and 1981 and the Local Government (Miscellaneous Provisions) (NI) Order 1992.The Commission is an Arm’s Length Body of the Department for Communities (DfC), and the Department determines the Staff Commission’s performance framework in light of the Department’s wider strategic aims and current key commitments. The areas of operation, timeline and actions required by the Commission are set out in this Management and Dissolution Plan, which is approved by the Minister. The Minister is accountable to the Assembly for the activities and performance of the Staff Commission. The Departmental Accounting Officer has designated the Chief Executive of the Staff Commission as the Staff Commission’s Accounting Officer.In general, the terms of reference for the Commission are to exercise:***‘general oversight of matters connected with the recruitment, training and terms and conditions of employment of officers of councils and the Northern Ireland Housing Executive and of making recommendations to councils and the Northern Ireland Housing Executive on such matters.’****[Local Government Act (Northern Ireland) 1972 as amended by the Housing Orders (NI) 1976 and 1981]*In October 2013, following consultation on the future of the Commission, the then Environment Minister announced that the Commission would be wound up at 31 March 2017. This decision was subsequently agreed by the Executive Committee, at their meeting on 19 June 2014.As the NI Assembly was suspended from January 2017 until January 2020, it has not been possible to have the necessary Dissolution Order in place to wind up the Commission as planned. On this basis, the DfC reconstituted the Commission membership w.e.f. 01 April 2017 (up to the final dissolution date), therefore, this Management and Dissolution Plan has been developed to enable the Commission to continue to implement its statutory duties and for staff to be made compulsory redundant on a phased basis as the non-statutory work of the Commission is gradually passed to councils. |

**MAIN OBJECTIVES OF THE OPPORTUNITY**

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| Responsible, under the direction of the Director of Corporate Services, for the day-to-day effective and efficient management of the Commission’s financial affairs, in accordance with Government Accounting Practice and accounts directions issued by the Department of Communities/Local Government Auditor.**MAIN ACTIVITIES**1. **FINANCIAL SCHEMES AND BUDGETARY CONTROL**
* Producing a draft financial scheme (budget) on an annual basis with the Director of Corporate Services in accordance with the Commission’s Management and Dissolution Plan stated objectives, based on past expenditure patterns and future requirements.
* Producing periodic budget management reports and forecasts in respect of the Commission.
* Participation at Senior Officers’ meetings to provide an update on financial matters and advice on the financial impact of emerging Commission initiatives.
* Operation of a monthly budgetary control system in relation to expenditure to date in line with the Commission’s financial scheme.
* Providing information on costs of individual activities on all emerging initiatives in line with the work of the Commission.
* Maintaining and developing ledgers and systems to enhance the efficiency and effectiveness of the main financial systems.
* Ensuring that Management Accounting practices and procedures are in compliance with current legislative requirements and best practice.
* Preparing the Whole of Government Accounts (WGA) return as required by Central Government.
1. **PREPARATION OF COMMISSION ACCOUNTS**
* Preparation of Commission accounts under the Accounts Direction given by Department of Communities in accordance with the “Government Financial Reporting Manual (FReM).”
* Preparing the Commission’s final accounts on an accruals basis and preparing year-end calculations i.e. depreciation, government grants, revaluation of building, provisions, accruals and prepayments.
1. DAY-TO-DAY FINANCIAL ACTIVITIES

 **SALARIES AND ALLOWANCES*** Operation of the computerised monthly salary system for Commission staff, including BACs payments and submitting monthly returns to the Inland Revenue, Superannuation Committee and NIPSA.
* Preparation of Year End Returns to Inland Revenue and Superannuation Committee.
* Processing Members’ allowances and provision of information to members for Inland Revenue Assessment.

PURCHASING PROCEDURES* Administration of the Commission’s purchasing procedures including sourcing suppliers, negotiating prices with suppliers and advising on value for money options.

RECEIPTS AND PAYMENTS* Produce and issue all invoices in respect of Commission activities and ensure prompt payment.
* Ensuring payments due to the Commission are received on time and are properly receipted and lodged in CommissionBank account.

 BANK ACCOUNT MANAGEMENT* Preparing bank reconciliation statements for all Commission accounts.
* Arranging standing order payments and preparing credit transfer information.
* Ensuring adequate information is received from the bank to monitor bank balances and the maximisation of the business reserve account.
* Determine appropriate methods of payment i.e. BACS/cheque.

 **CORPORATE GOVERNANCE*** To be accountable to the Audit Committee on any financial matters or relevant explanations.
* Communicate directly with Internal and External audit on timetables of work and audit plans. Ensure all work is completed in time for auditing requirements, ensure all recommendations are considered and implemented at the request of the Director of Corporate Services or Audit Committee.
* Update “Dear Accounting Officer Letters” (DAOs) and report to the Director of Corporate Services on any relevant matters.
* Ensure audited financial statements are complete and comply with the relevant requirements for the annual report.
* Assist with any financial areas linked to the risk register.
1. **DISSOLUTION OF STAFF COMMISSION**
* Review the financial and other implications of the Dissolution Order not being enacted and the Commission continuing to operate in alternative premises post March 2021.
* Assist with the implementation of governance arrangements relating to the Commission’s dissolution as agreed by DfC and the Dissolution Project Board.
* Completion of redundancy calculations and associated administration.
1. **GENERAL ADMINISTRATION**
* Maintenance of filing systems for finance section.

 * Answer queries and correspondence from District Councils and government departments as a main point of contact in relation to day-to-day Commission financial matters.

 * Ensure adequate and competitive insurance policies are maintained for Commission House i.e. buildings and contents, employer and public liability.
* Maintain and update fixed asset register.
* Attend meetings of the Staff Commission, Audit Committee and Dissolution Project Board.
1. **IT SYSTEMS**
* Provide the ongoing training for the Administrative Assistant in the operation of computerised account/payroll package.

 * Responsible for establishment, maintenance and operating of the computer function within Finance Section, ensuring that down time is minimised and that amendments, upgrades and any variations are effectively introduced.
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**3. SKILLS REQUIREMENTS**

What qualities, skills and experience is required from the individual

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| Member, by examination, of a CCAB recognized body**Or** Candidates who do not satisfy this qualification criteria may be eligible to apply if they demonstrate to the satisfaction of the appointment panel that they have substantial experience in a similar role. Substantial experience is deemed to be 3 years’ experience working at a senior level within an accounting role (both management and financial) in a public service environment.Candidates should also have:-* Comprehensive experience in the preparation of accounts;
* Experience in the use of computerised accounting systems e.g. SAGE
* Ability to maintain a high degree of accuracy and quality
* Working knowledge of accounting software package(s)
* Working knowledge of Microsoft Office applications
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**4. PERSONNEL: PLEASE STATE BELOW**

Who will the individual report to?

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| Director of Corporate Services |

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

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| Director of Corporate Services |

**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 for an experienced professional to gain experience in another organisation at middle management level within the local government sector. |

**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 successful candidate has been identified and release date agreed.**Duration:** Initially up to 31 March 2021 but this is dependent on a dissolution date.**Salary Scale: Salary: £37,849 (PO4 Scp 35) (pro rata 3 days per week)****Funding:** Salary will be met by the Local Government Staff Commission.**Location:** The post is based in Commission House, Gordon Street, Belfast. Arrangements will be put in place to accommodate home working where necessary.**Resources:** The post is mainly office based and all resources will be provided. **Selection:** Shortlist followed by interview.**Contact:** For further information about the post please contact Helen Hall on Tel: 028 90313200 or by email at helen.hall@lgsc.org.uk **Closing Date:** Applications must be submitted by **5.00pm on 24 July 2020 to:****interchangesecretariat@finance-ni.gov.uk** |

**7. ENDORSEMENT**

 **Interchange Manager**

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| Helen Hall |
| 06 July 2020 |

**Signed:**

**Date:**