# Hosting Proforma

Lisburn and Castlereagh City Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Emma Woods

Name

Organisation/

Lisburn and Castlereagh City Council / Finance and Corporate Services Department

Department

Civic Centre

Lagan Valley Island

Lisburn

BT27 4RL

Address

Telephone Fax number

02892 447302

N/A

Number

Emma.Woods@lisburncastlereagh.gov.uk

E-mail

Type of Opportunity

**Capital Treasury Accountant** - 2 year secondment

**2. Details of hosting opportunity**

Description of opportunity

|  |
| --- |
| **KEY PURPOSE OF THE JOB:**  As a member of the Finance Unit the post-holder will be required to:  Support the Finance Manager in the provision of an effective and efficient Capital and Treasury Accounting service to the Council, ensuring compliance with relevant accounting standards and guidelines as appropriate.   * The post holder may assume additional duties relevant to the post as reasonably assigned by the Finance Manager to meet changing business needs and practices. |

Main objectives of the opportunity

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| To support the finance function and be the lead on the governance surrounding the Council’s capital programme. (Please see job description for full details of post).  **A full Job Description / Person Specification is at Annex A.** |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Essential Criteria**  **Qualifications and Experience**  It is **essential** that applicants have a minimum of:  1.1 - Full membership of a recognised professional accountancy body (i.e. ACA, ACCA, CIMA)  1.2 - At least three years employment experience in finance and accountancy to include:   * experience of capital accounting * experience of treasury management   Where the stated qualifications are not met as outlined in 1.1 above, a minimum of **six** years relevant work experience as outlined in 1.2 above is required.  **Knowledge**  1.3 - Demonstrate a good knowledge in the principles of capital accounting in a public sector body  1.4 - Demonstrate a good knowledge in the operation of IT systems appropriate to the field including spreadsheets and databases.  **General**  Excellent written & oral communicator  Analytical & problem solving skills  Report Writing Skills  **BEHAVOURAL COMPETENCIES – REFER TO ATTACHED GUIDE ‘COMPETENCY FRAMEWORK FOR LOCAL GOVERNMENT’**  The following behavioural competencies have been designated as essential behaviours that should be demonstrated in order to successfully perform this role. These behaviours will be assessed during the selection process. Applicants should refer to the attached competency guide.  Essential Behavioural Competencies   * 1. **– Leadership**   Motivates other to achieve their objectives and organisational goals through involvement and providing feedback and support. Provides and supports development to enable effective delivery  **1.3 – Managing Performance**  Sets clear, aligned, high standard performance goals and objectives for self, others and the organisation  **2.1 – Managing our Own Work**  Plans, structures and prioritises own work to achieve optimum results.  **3.3 – Meeting Customer Needs**  Established the needs of customers and strives to ensure that these are met.  **4.3 – Achieving Results**  Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results |

**4. Personnel: Please state below**

Who will the individual report to?

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| Joanne Hewitt, Head of Finance |

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

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| Joanne Hewitt, Head of Finance |

**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 will give the council a robust capital and treasury accountancy function and provide the suitable candidate with exposure to a complex capital programme within local government. |

**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**: 2 year secondment  **Location**: Civic Centre, Lagan Valley Island, Lisburn, BT27 4RL, with a combination of home and office working  **Funding**: LCCC will meet the costs and the salary range is: £32,910 - £35,745 per annum  **Further information**: Please contact Emma Woods by email at: [Emma.Woods@lisburncastlereagh.gov.uk](mailto:Emma.Woods@lisburncastlereagh.gov.uk)  **Closing Date:** Applications must be submitted by **5.00pm on Monday 21 September 2020** to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Emma Woods** |

**Signed:**

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| **2/9/2020** |

**Date:**



**ANNEX A**

**LISBURN & CASTLEREAGH CITY COUNCIL**

**JOB DESCRIPTION**

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| --- | --- |
| JOB TITLE: | Capital & Treasury Accountant |
| DEPARTMENT: | Service Support |
| UNIT: | Finance |
| SCALE: | Scale PO2 |
| RESPONSIBLE TO: | Finance Manager |
| DURATION: | Permanent |
| LOCATION: | Lagan Valley Island |
| HOURS OF WORK: | 37 Hours per Week |

**KEY PURPOSE OF THE JOB:**

As a member of the Finance Unit the post-holder will be required to:

Support the Finance Manager in the provision of an effective and efficient Capital and Treasury Accounting service to the Council, ensuring compliance with relevant accounting standards and guidelines as appropriate.

* The post holder may assume additional duties relevant to the post as reasonably assigned by the Finance Manager to meet changing business needs and practices.

**KEY RESPONSIBILITIES**

1. In conjunction with the Finance Manager, produce annual estimates for Capital projects and associated loan calculations. Prepare reports for the use of management team, Committees’ and Council.
2. Review and manage the Councils capital spend, prepare reports on a timely basis and attend capital review meetings.
3. To provide technical support and advice to Directors and operational managers in relation to capital expenditure and work-in-progress.
4. To identify and report on potential risk areas and associated financial year end positions and recommend appropriate corrective action plans. To monitor ongoing management of risk and opportunity areas.
5. To maintain the Councils fixed asset register, to ensure the Assets are accounted for in accordance with relevant accounting standards. Preparation of schedules in relation to such for the Annual accounts.
6. Development and maintenance of the Councils loans register including preparation and submission the appropriate paperwork for financial resources to ensure sufficient funds are secured for the Council’s Capital programme in a timely manner. Preparation of schedules in relation to such for the Annual accounts.
7. Manage Council lease registers and associated general ledger postings. Preparation of schedules in relation to such for the Annual accounts.
8. Completion of monthly reconciliation of Councils Renewal & Repairs Account and preparation of schedules in relation to such for the Annual accounts
9. To assist the Finance Manager in the implementation of the Councils Treasury Management Strategy and Annual Investment Plan, including cash flow projections and monthly investment proposals for approval by the Head of Finance.
10. To work in conjunction with the Finance Manager and Financial Accountant in supporting the preparation of the Council’s year end process and annual Financial Statements and relevant statutory pro-forma returns.
11. Provide decision support guidance to Departments including Economic Appraisals.
12. Preparation and/or review of statutory and other financial returns as required by the Finance Manager, within the appropriate timescales.
13. Liaise with Councils Auditors and other external Agencies (Eg DOENI, HMRC etc) to ensure Councils compliance with regulations and statutes. Coordinate responses to Freedom of information requests and Assembly questions for review by the Head of Finance.
14. Develop and maintain financial and management information systems as required. Development and provision of any financial training as required. To maintain the integrity of information from all computerised financial systems.
15. To maintain an up to date knowledge of all relevant accounting legislation Government guidance, professional standards and Council policies.
16. Identify, research and analyse opportunities in relation to performance improvement. Implement and review performance improvement activities within the area of Financial Services
17. Provision of staff training across the Council in Capital and Treasury matters as required by the Finance Manager
18. Ensure all Health & Safety legislation, published relevant guidelines and Council Health & Safety policies and procedures are personally complied with in relation to the services and activities within the facility.

The post holder will be required to be flexible and adaptable to meet the changing needs and requirements of the organisation.

**Person Specification – Capital & Treasury Accountant**

|  | **Essential Criteria** | **Method of Assessment** |
| --- | --- | --- |
| **Qualifications and Experience** | It is **essential** that applicants have a minimum of:  1.1 - Full membership of a recognised professional accountancy body (i.e. ACA, ACCA, CIMA)  1.2 - At least three years employment experience in finance and accountancy to include:   * experience of capital accounting * experience of treasury management   Where the stated qualifications are not met as outlined in 1.1 above, a minimum of **six** years relevant work experience as outlined in 1.2 above is required. | Application Form and Interview |
| **Knowledge** | 1.3 - Demonstrate a good knowledge in the principles of capital accounting in a public sector body  1.4 - Demonstrate a good knowledge in the operation of IT systems appropriate to the field including spreadsheets and databases. | Application Form and Interview |
| **General** | Excellent written & oral communicator  Analytical & problem solving skills  Report Writing Skills | Interview |

**BEHAVOURAL COMPETENCIES – REFER TO ATTACHED GUIDE ‘COMPETENCY FRAMEWORK FOR LOCAL GOVERNMENT’**

The following behavioural competencies have been designated as essential behaviours that should be demonstrated in order to successfully perform this role. These behaviours will be assessed during the selection process. Applicants should refer to the attached competency guide.

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| --- | --- | --- | --- | --- |
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| Factor | Criteria | Essential | Desirable | Assessment Method |
| Behavioural Competencies | * 1. – Leadership   Motivates other to achieve their objectives and organisational goals through involvement and providing feedback and support. Provides and supports development to enable effective delivery. | Yes |  | Interview |
|  | 1.3 – Managing Performance  Sets clear, aligned, high standard performance goals and objectives for self, others and the organisation | Yes |  | Interview |
| 2.1 – Managing our Own Work  Plans, structures and prioritises own work to achieve optimum results. | Yes |  | Interview |
| 3.3 – Meeting Customer Needs  Established the needs of customers and strives to ensure that these are met. | Yes |  | Interview |
| 4.3 – Achieving Results  Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results | Yes |  | Interview |