# Hosting Proforma

Sport Northern Ireland

Name of Host

Organisation

**1. Interchange Manager’s details**

Nicola Algie

Name

Organisation/

Sport Northern Ireland

Department

House of Sport

2A Upper Malone Road

Belfast

BT9 5LA

Address

Telephone Fax number

N/A

N/A

Number

[nicolaalgie@sportni.net](file:///C:\Users\1455665\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\YY0AWAZ3\nicolaalgie@sportni.net)

E-mail

**Finance Officer**

Secondment – Until 31st March 2022 with the possibility of an extension, subject to the agreement of all parties

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

|  |
| --- |
| Sport NI is the leading public body for the development of sport in Northern Ireland and an Arm’s Length Body of the Department for Communities (DfC). As the body leading the development of sport in Northern Ireland we are passionate about maximising the power of sport to change lives. We want to foster a sporting system in Northern Ireland that is characterised by a strong sporting culture and a shared commitment to meaningful sporting outcomes.  This sporting system will be enabled by:   * Autonomous and strategic governing bodies with a strong culture, good governance arrangements and demonstrated leadership; * A competent and available workforce with clear mechanisms to increase and sustain structured and unstructured participation; * Managing transitions effectively including retention; and * Supported high performance strategies for global success.   Sport NI’s mission statement for the next five years is clear – By 2025 we want the power of sport to be recognised and valued by all.  Sport Northern Ireland is based at the House of Sport in Belfast, and operates a National Outdoor Centre at the base of the Mourne Mountains, Tollymore National Outdoor Centre. Sport Northern Ireland also manage the Sports Institute which is the High Performance Arm of Sport Northern Ireland based at the Jordanstown campus of the University of Ulster, the Sports Institute prepares Northern Ireland’s best athletes to perform on the world stage by providing an environment that nurtures elite athletes and coaches.  This post will be responsible for assisting in the efficient and effective provision of a comprehensive financial function within Sport NI. To carry out financial management and accounting tasks in accordance with established finance unit procedures 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 financial accounts |

Main objectives of the opportunity

|  |
| --- |
| The main areas of responsibility are listed below:     * To carry out financial management and accounting tasks in accordance with established finance unit procedures 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 financial accounts * Respond to correspondence both internally and externally as required * To assist in providing financial support to specified budget holders, departmental managers and staff   **A full Job Description can be located in Annex A** |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| The successful candidate will need to meet the following **essential criteria**:   * + 1 year’s demonstrable full time (or part time equivalent) work experience in a finance team. (A finance team will be defined as: Team members that process and oversee the work of financial transactions, accounts payable, accounts receivables and month end reconciliations) **OR**   + 1 years demonstrable experience working within organisational policies and procedures and experience of applying internal controls and checks   + Demonstrable experience in dealing with correspondence and enquiries from the general public and/or partner organisations   + Competent in the use of Microsoft Office software, with emphasis on Excel   + Ability to undertake work/tasks involving a high degree of attention to detail, accuracy and confidentiality |

**4. Personnel: Please state below**

Who will the individual report to?

|  |
| --- |
| Finance Team Supervisor – Finance & Governance |

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

|  |
| --- |
| Finance Team Supervisor – Finance & Governance |

**5. Transfer of learning**

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

individual and their organisation.

|  |
| --- |
| **Individual**   * Experience working in a fast moving finance team * The broad range of experience and responsibility from working closely with the Finance Manager, Grant Recipients and suppliers; * Working with a wide spectrum of stakeholders across the public, community/voluntary and charity sectors and building on relationships and networks (both established and new);   **Parent Organisation**  This opportunity will enrich the post holder’s experience and develop his/her abilities in a broad range of finance areas such as financial management and accounting tasks in accordance with established financial procedures  **Host Organisation**  This opportunity will provide Sport NI with an experienced staff member who will play a pivotal role in the finance team |

**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.

|  |
| --- |
| **Start Date**: March 2021  **Duration**: It is anticipated that this opportunity will continue until 31st March 2022. Any further extension will be subject to the agreement of all parties and funding  **Location**: House of Sport, 2A Upper Malone Road, Belfast  \*Due to the ongoing Covid 19 restrictions, all staff are currently working from home.  **Salary**: £25,229 to £26,051. Salary scale and other related costs will be funded by Sport NI  **Funding**: Sport NI will fund from existing budgets  **Selection Process:** Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview  **Further information**: For further information about the post please contact Kirsty McCool by email at [kirstymccool@sportni.net](mailto:kirstymccool@sportni.net)  **Closing Date:** Applications must be submitted by 5.00pm on Friday 12th February 2021 to**:** [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

|  |
| --- |
| **Nicola Algie** |

**Signed:**

|  |
| --- |
| **01.02.2021** |

**Date:**

**Annex A**

**Job Description**

1. **Administration**

* Develop, implement and maintain systems and procedures
* Respond to correspondence both internally and externally as required
* Draft papers, reports, policy documents as discussed and agreed by line manager
* Minutes taking, typing up and circulation as required

1. **Financial Procedures/Processes**

* Develop, implement and maintain financial systems and procedures
* To assist in providing financial support to specified budget holders, departmental managers and staff.

This will include:

* Compliance with standing orders, Financial Regulations and other financial standards
* ‘Help Desk’ service (SUN advice, computer interrogations, coding queries Etc.)
* Providing analysis of accounting information
* Preparation of accounts

To carry out the following tasks under the direction of the line manager:

* Regular monitoring and maintenance of budgets
* Sales invoicing
* Chasing outstanding debtors
* Uploading sales invoices from Event Perfect
* Liaise with TNOC office manager to reconcile Events Perfect
* Reconciling bank receipts/lodgements
* Checking travel and subsistence claims
* Releasing orders, making supplier/employee/grant payments
* Training of staff on travel/subsistence and procurement
* Collection and presentation of statistical data
* Processing orders, payments of invoices to suppliers
* Processing credit notes on debtors accounts
* Lodging cash to bank
* Carrying out reconciliations’ of control accounts (EG creditors ledger, bank reconciliation, advances, payroll)
* Processing journals
* Investigating variances
* Maintenance of coding structure and other financial records
* Respond to enquiries regarding payments (grant recipients and suppliers) either in person, by telephone or by letter/email

To assist in the provision of a backup service to ensure the integrity of financial systems. This may include:

* Covering for vacancies and absence of key staff in the finance unit
* Providing assistance and support

1. **General**

* Demonstrate, in all aspects of work, commitment to quality and customer service
* Follow all procedures and guidance for maintaining the security and confidentiality of people, information, premises, equipment and software at Sport Northern Ireland
* Take an active part in the preparation and participation of annual and mid-year Performance Review and Personal Development interviews, including the identification of areas of learning and development to meet agreed objectives in agreement with line manager
* Any other relevant and related duties as may reasonably be required by your line manager from time to time

**This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.**