# Hosting Proforma

Department for the Economy

Name of Host

Organisation

**1. Interchange Manager’s details**

Gary McCappin / Tara Black

Name

Organisation/

Department for the Economy

Department

Fermanagh House

Ormeau Avenue

Belfast

BT2 8NJ

Address

Telephone Fax number

028 9054 8582

Number

[Gary.mccappin@economy-ni.gov.uk](mailto:Gary.mccappin@economy-ni.gov.uk)

E-mail

Type of Opportunity

**Secondment** - **Accountants (x2)**

**2. Details of hosting opportunity**

Description of opportunity

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| Temporary secondments for a period of up to 24 months |

Main objectives of the opportunity

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| The Department for the Economy (DfE) was established in May 2016. Its responsibilities include:   * Wider economic policy, including specific areas such as Energy, Tourism and Telecoms; * The operation of a range of employment and skills programmes; * Oversight and funding of the further and higher education sectors; * Various aspects of employment law; and * The management and operation of various EU funding programmes.   The Insolvency Service is a division within the Department for the Economy and is made up of around 106 staff with an administrative budget of some £4m. It provides a range of specialised services to those who suffer financial distress or failure and, by doing so, helps to promote and maintain the integrity and working of the market place. In practice, this is done by:   * Providing a means for dealing with financial failure through the sensitive and impartial administration and investigation of the affairs of bankrupts and companies in compulsory liquidation; * Realising and returning funds to creditors, as quickly as possible; * Tackling fraud, misconduct and wrong-doing which might otherwise undermine confidence in the working of the market by ensuring that abuses of the system are dealt with as effectively as possible; and * Administering an efficient and effective debt relief system for those individuals with low level debts through the making of Debt Relief Orders.   The posts are in Directors Disqualification Unit (DDU) within the Insolvency Service in the Department for the Economy.  The DDU has a statutory duty to investigate the conduct of directors in insolvent companies and, where appropriate, file proceedings in the High Court by way of an affidavit with supporting evidence. When a company enters insolvency by way of a Compulsory Liquidation, Administration, Non Compulsory Liquidation or Administrative Receivership the Office Holder (Liquidator, Administrator or Receiver) submits a director’s conduct form to DDU detailing any matters of potential misconduct that they identified during the course of their investigation.  The DDU has a statutory time period of three years from the date of the insolvent event to investigate any potential misconduct and, if appropriate, lodge proceedings in court. This work is carried out by the Examiners who are at Staff Officer Accountant grade.  The DDU Staff Officer Accountant is responsible for:   * Carrying out a detailed forensic investigation into all relevant financial information including analysis of the company books and records, SAGE, bank accounts, HMRC information, accounts etc. * Investigate and identify issues when presented with complaints/potential allegations. * Establishing and maintaining close and effective working relationships with stakeholders. This includes liaising with stakeholders and having the knowledge and experience to request precise pieces of information to help make a determination on potential misconduct allegations. * Investigating the reasons for insolvency and, using knowledge of Insolvency legislation and Company Law, identify any matters of misconduct which would deem a director unfit to be involved in the management of a company. * Use knowledge and understanding of accounting standards and also have the ability to identify instances when these have not been adhered to. * Carry out a full investigation and analysis to make a recommendation to the Senior Examiner as to whether the case is suitable for proceedings. * Proactively manage a mixed caseload of work to meet legislative deadlines. * Management of staff.   If a case is deemed as suitable for proceedings then the SO Accountant drafts an affidavit for submission to the Departmental Solicitor that:-   * Clearly sets out the logical, well-constructed and well evidenced arguments on why a disqualification order should be made against a particular director. * Presents often highly complex financial and accounting information in an easy to understand manner. * Following consultation with legal advisors, finalisation of an affidavit for filing in court.   The DDU Staff Officer Accountant will be responsible for dealing with Prosecution referrals which include;   * Detailed forensic investigation of alleged offences to obtain evidence to substantiate the allegations; * Preparation of reports on offences for submission to the PSNI.   The DDU Staff Officer Accountant will be responsible for various miscellaneous tasks which include;   * Management of the administrative support staff; * Cost Recovery; * Checking and authorising payments from the units budget; * Review of undertakings and press releases; and * Preparation of statistics on a monthly and quarterly basis. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The main knowledge and skills requirements for the post are as follows:   * The minimum level of formal qualifications required for entry into the role is to have successfully passed the final professional examinations and be a full current member of one of the professional bodies\* detailed below:   (a)    Chartered Accountants Ireland;  (b)    The Institute of Chartered Accountants in Scotland;  (c)     The Institute of Chartered Accountants in England and Wales;  (d)    The Chartered Institute of Management Accountants;  (e)    The Association of Chartered Certified Accountants;  (f)     The Chartered Institute of Public Finance and Accountancy;  (g)     The Institute of Certified Public Accountants in Ireland.  \*also those staff who can demonstrate that they have relevant formal qualifications of an equivalent or higher standard.   * Have at least one year’s post qualification experience gained in the last five years, in a finance/insolvency/legal related environment, in one or more areas of:  1. Forensic Accounting; 2. Business Recovery/Business Restructuring; 3. Corporate Insolvency/Personal Insolvency.  * Strong technical, numerical, excel and word skills with the ability to analyse and report financial information efficiently. * Effective leadership, analytical, problem solving, decision-making, and negotiation skills. * The ability to work as part of a team and on own initiative. * A high degree of self-motivation and organisational skills with the ability to prioritise work to manage deadlines often to tight timescales. * Highly developed interpersonal skills including the ability to communicate effectively with staff at all levels including senior management. * The ability to seek, evaluate and communicate information and advice in an appropriate manner to meet customer needs. * The ability to develop and maintain good working relationships with a wide range of stakeholders, including staff throughout the Department.   Depending on the level of knowledge, skills and experience the individual possesses, there will be detailed on the job training and supervision provided to ensure the individual develops the skills necessary for preparing the legal documentation that sets out the Department’s legal case. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Gary McCappin / Tara Black |

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

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| Gary McCappin / Tara Black |

**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 post offers a wide range of experience in insolvency matters and allows the individual the opportunity to be exposed to investigation and enforcement, forensic accountancy, drafting legal documents and working with the court system.  This organisation will benefit from an individual who will have worked in a a different organisation and bring their skills and different perspectives which can improve the effectiveness of our operations.  The successful candidate will gain insight to the working of a central government department and will gain experience in a wide range of relevant skills and competencies as set out above, to support their personal and career development.  Their organisation will gain from the expertise and knowledge gained from their employees participation in this secondment opportunity and with the added benefit of new skills highlighted above, networks and contacts which may have potential benefit to the parent organisation. |

**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 individuals 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**: up to 24 months  **Location**: Based Fermanagh House, Fermanagh House, Ormeau Avenue Belfast BT2 8NJ / Home working can be facilitated.  **Resources**: IT equipment will be provided.  **Funding**: DfE will meet the salary and associated costs for these two posts. The salary range is: £34,197 - £35,860.  **Further information**: Please contact Gary McCappin on tel: 028 9054 8582  or by email at: [gary.mccappin@economy-ni.gov.uk](mailto:gary.mccappin@economy-ni.gov.uk) or Tara Black on tel: 028 9054 8694 or by email at: [tara.black@economy-ni.gov.uk](mailto:tara.black@economy-ni.gov.uk)  **Closing Date:** Applications\* must be submitted by 5.00pm on **Friday 20 August 2021** to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  \*NICS staff are not eligible to ally for this opportunity |

**7. Endorsement**

**Interchange Manager**

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**Signed:**

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| **04 August 2021** |

**Date:**