# Hosting Proforma

Lisburn & Castlereagh City Council

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Laura O’Connor

 Name

 Organisation/

Lisburn & Castlereagh City Council, HR and OD Unit

 Department

Civic Headquarters

Lagan Valley Island

Lisburn

BT27 4RL

 Address

 Telephone Fax number

07554881607

N/A

 Number

Laura.O'Connor@lisburncastlereagh.gov.uk

 E-mail

Type of Opportunity

Secondment

**2. Details of hosting opportunity**

 Description of opportunity

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| **Audit & Finance Programme Officer** - Northern Ireland Business Start Up Programme Central Services Delivery Unit**KEY PURPOSE OF THE JOB:**As a member of the Central Services Delivery Team the post holder will be responsible to the GFI Programme Manager for the operation and development of all Audit & Finance systems within the Central Services Team and liaising with the Finance Department of Lisburn and Castlereagh Council (LCCC)  |

 Main objectives of the opportunity

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| **KEY DUTIES AND RESPONSIBILITIES**Comprising part of the core Central Services Delivery Team, the GFI Audit & Finance officer will lead on all Audit & Finance aspects of the programme and be the main point of contact for all Financial enquiries from the LCCC Finance Department2.0 He/She will vouch all submissions by the delivery agent, marketing and enquiry handling contractors. This will include management of some delivery vouching by a third party supplier* Review Delivery Agent transactions, highlight discrepancies and process required changes on Management Information System whilst ensuring a clear audit trail is maintained on both MIS & within programme back-up files

3.0 He/she will manage all financial projections developed as part of the programme.* Work with Finance Department and Other Economic Development on all aspects of monthly management accounts, budget reporting and variance analysis
* Work in conjunction with Marketing Team to ensure all expenditure is verified in a timely manner e.g. coded correctly, budgets maintained and appropriate back-up retained

4.0 He/she will assist the Programme Manager to administer all grant aid expenditure associated with the work of the Central Service Team, including monitoring and reporting of same, processing of all relevant documentation, and any other verifications required by grant awarding bodies.5.0 Assist the Programme Manager with monitoring of the achievement of all targets, annual objectives and performance indicators, improvement plans and project evaluations (mid-point and end of programme), and producing reports for the Management Group and other key stakeholders.6.0 Responsible for ensuring the collation and production of Unit service, performance, and budgetary information, including information and reports for Council Committee, appropriate data and statistics.* Prepare Ad Hoc reports, Statistics and Analysis for Manager and other Partner Councils
* Preparation of Monthly Statistics for Joint Management group
* Compilation and checking of Job Targets dashboard – for onward reporting to 11 Councils & Dept for Economy

7.0 To comply with operating procedures and financial control systems in accordance with external funding requirements (i.e. ERDF Investment for Growth & Jobs Programme), the Council’s financial regulations as set out in the Accounting Manual and departmental monitoring systems and processing all relevant documentation and conditions required by grant awarding bodies.8.0 To deputise for the Programme Manager on any relevant Committee, group/company when deemed appropriate.Note:The post holder should be aware that the responsibilities and functional areas of the post may be subject to change as a result of organisational change. The Council therefore reserves the right to change the duties of the post by adding to or amending the range of functional responsibilities. The post holder will be required to be flexible and adaptable to meet the changing needs and requirements of the organisation. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| It is **essential** that applicants have a minimum of:QUALIFICATIONS1. A third level qualification (for example, an HNC, HND, NVQ Level 4, a degree or equivalent) in a relevant discipline.
2. Full membership of a recognised professional accountancy body

EXPERIENCE1. At least three years demonstrable employment experience in a finance/audit and compliance setting

**Where applicants do no hold qualifications, membership and experience as stated above they must demonstrate:****QUALIFICATIONS**1. Finalist Part-Qualified Accountant

**EXPERIENCE**1. Six years demonstrable employment experience in a finance/ audit and compliance setting

**KNOWLEDGE**Demonstrate a good knowledge in the operation of IT systems appropriate to the field including spreadsheets and databases**SKILLS**Excellent written & oral communicatorAnalytical & problem solving skills**GENERAL**Hold a full (i.e. not provisional) current UK driving licence and access to a car or \* have access to a means of transport which would enable the applicant to carry out the duties of the post. \*Applies only to applicants who have a disability under the Disability Discrimination Act. |
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Eugene McGuckin  |

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

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| Eugene McGuckin |

**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 opportunity will benefit the individual and organisation by:****Benefit to Individual**Developing good business relationships and sharing and enhancing employees’ skills. Offering the Employee a valuable career development opportunity, with the chance to make new contacts and gain experience within a different setting.**Benefit to individuals employer**Employee will enhance skills and will build relationships and contacts that will ultimately be of benefit to the employee in the future.**Benefit to Lisburn & Castlereagh City Council**Lisburn & Castlereagh City Council will benefit from different perspectives and experiences brought by an individual from another organisation that will enhance shared working in the future. |

**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 suitable candidate is identified and a release date agreed.**Salary Scale:** Scale P01, points 27-30, £31,346 – £33,782 per annum **Duration**: This is a funded post with a duration to September 2023**Location**: Lagan Valley Island Civic Centre, Lisburn**Further information**: Selection for this post will be as follows:* Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview

**Closing Date: Applications\* must be submitted by 5.00pm on Friday 08 October 2021 to:****interchangesecretariat@finance-ni.gov.uk**\*NICS staff are not eligible to apply for this opportunity |

**7. Endorsement**

 **Interchange Manager**

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| **Laura O’Connor** |

**Signed:**

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| **21.9.21** |

**Date:**