# Hosting Proforma

Police Service of Northern Ireland

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Louise Crothers

 Name

 Organisation/

Police Service of Northern Ireland

External Recruitment – HR Department

 Department

Lisnasharragh

42 Montgomery Road

Belfast

BT6 9LD

 Address

 Telephone Fax number

028 90922909

N/A

 Number

policestaffrecruitment@psni.police.uk

 E-mail

Type of Opportunity

Initial secondment period of 6 months - a further extension may be possible.

**2. Details of hosting opportunity**

 Description of opportunity

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| **Head of Financial Reporting & Accounting** The Head of Financial Reporting & Accounting will be responsible for leading and managing the provision of financial reporting and accounting within the Police Service of Northern Ireland. This is a critical and challenging role in a large organisation with an annual budget in excess of £1.2bn. The role holder will be responsible for all aspects of financial reporting and accounting services including the preparation of the Annual Report & Accounts, development of the financial control framework, provision of payment services, treasury management, payroll and pension services to support the Chief Constable in his role as Accounting Officer for the Police Grant.  |

Main objectives of the opportunity

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| **Financial Reporting and Accounting*** Leading and managing the provision of financial reporting, accounting, payroll and pensions services.
* Delivering the highest standard of financial services.
* Preparing the Annual Report & Accounts for the Police Service, Pension Scheme and other accounts.
* Ensuring completion of PSNI tax returns including VAT & Corporation tax.
* Managing the external audit process and liaising with the Northern Ireland Audit Office.
* Developing the financial control framework, including policies, standards and procedures.
* Managing the development and maintenance of financial systems for accounting, payroll and pension functions.
* Working in partnership with Internal Audit and working to improve systems and controls.
* Maintaining strong links with Financial Services Accountants in support of the financial control and reporting arrangements.
* Applying and disseminating key financial guidance throughout the organisation to comply with government accounting and accountability guidance.
* Ensuring that payments to suppliers, staff and pensioners comply with policies and procedures, including legislative requirements.
* Developing service level agreements and targets for the provision of high quality financial and accounting services to internal users.
* Overseeing the delivery of efficient payment, payroll and pension services, including benchmarking against best practice.
* Liaising with key stakeholders, advisors and regulatory bodies including the Northern Ireland Policing Board, Department of Justice, HMRC, and Government Actuary Department (not an exhaustive list).
* Supporting financial management by providing robust projections for future budget requirements, particularly in the area of pensions and other non-cash costs.
* Providing specialist financial and accounting advice to senior management in support of the Chief Constable as Accounting Officer.
* Keeping up-to-date with the latest developments in financial reporting, tax and pension matters.
* Working to support corporate improvement and efficiency initiatives.
* Representing the Police Service of Northern Ireland on project boards, working groups and committees.

**People Management/Development*** Managing and developing approximately 50 members of police staff.
* Managing performance reviews and undertaking all reporting officer and countersigning officer activities within required timescales.
* Identifying, organising and facilitating appropriate financial training for the staff.
* Promoting the development of all finance staff, ensuring that skills are developed as necessary to deliver Finance and Governance Branch priorities and objectives.
* Promoting a culture of openness, transparency, accountability and teamwork in the work of the Branch and proactively sharing best practice information gathered, with colleagues throughout the organisation.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Essential Qualifications**Applicants must be a fully qualified accountant and be a full, current member of one of the professional bodies detailed below:* Chartered Accountants Ireland;
* The Institute of Chartered Accountants in Scotland;
* The Institute of Chartered Accountants in England and Wales;
* The Chartered institute of Management Accountants;
* The Association of Chartered Certified Accountants;
* The Chartered Institute of Public Finance and Accountancy;
* The Institute of Certified Public Accountants in Ireland.

**Essential Skills & Experience**Have at least three years relevant\* post qualification experience\*\* in a finance related environment including:* Preparing of financial and/or management accounts;
* Managing a multi- disciplinary team in an environment of change;
* Managing and developing financial systems;
* Providing professional advice on financial and accounting standards and related issues.
* Managing changing and multiple complex projects simultaneously and being able to work against tight deadlines.

\* Relevant experience includes working in the finance function of a large commercial or public sector organisation with in excess of 200 employees and an annual turnover/ budget of >£5 million).\*\* Post qualification experienced will be deemed to have commenced from the date on which the applicants are admitted as fully qualified accountants to one of the professional bodies listed above, having fully satisfied all the criteria of membership. |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Director of Finance  |

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

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| Director 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 secondment will provide an opportunity to develop transferrable skills, experience and insights through working as part of a large, multi-disciplinary team of Finance professionals in providing advice and support on complex Finance matters.  |

**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 suitable candidate has been identified and a release date has been agreed.
* **Further information** on the role can be obtained by contacting the External Recruitment Team: policestaffrecruitment@psni.police.uk or 028 9070 0167.
* **Location**: The Finance Department is based at PSNI Lisnasharragh, Greater Belfast, however this role will also offer the opportunity for flexible/ remote working.
* **Travel**: The post holder will need to have a valid driving licence and access to a means of transport to fulfil the requirements to travel.
* **Selection**: Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview.
* **Security clearance:** The post holder will also be required to complete and pass an appropriate level of security vetting, medical assessment and substance misuse test.
* **Funding**: PSNI will meet the salary costs and associated allowances of the role: the salary scale is £52,026-£55,685.
* **Closing Date:** Applications must be submitted by **5.00pm on Friday 05 November 2021** to**:** **interchangesecretariat@finance-ni.gov.uk**

\*NICS staff are not eligible for this opportunity |

**7. Endorsement**

 **Interchange Manager**

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| **Louise Crothers** |

**Signed:**

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| 19th October 2021 |

**Date:**