# 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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| **Financial Services Accountant**The Financial Services Accountant will work closely with the senior management team in the relevant department(s) providing a wide range of financial services and budgetary advice to ensure careful management of their devolved budgets enabling them to deliver the overall organisational strategy as set out in the Policing Plan.    |

Main objectives of the opportunity

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| ***Strategic Business Partnering**** Providing financial support to drive corporate change initiatives, designed to enhance efficiencies, effectiveness of the Police Service which promotes the concept of value for money in line with Policing plan objectives.
* Providing financial expertise to assist in developing major /complex business cases using all available guidance thereby ensuring that all rules and regulations are strictly adhered to.
* Identifying financial risks and implementing control mechanisms within the Department to effectively manage the potential impact of risks.
* Initiating benchmarking within key areas of the Department and make recommendations based upon findings.
* Developing strategic and operational financial policies and procedures in the Department align to strategic corporate aims and objectives, within the framework of corporate governance.
* Assisting in developing key performance indicators that enable business performance to be monitored and enhanced.
* Attending meetings with internal and external stakeholders as needed in support of the Assistant Chief Constable / Head of Branch.

***Financial Management**** Participating in the annual budget setting exercise, liaising with relevant branches, departments to ensure production of a balanced budget each year.
* Coordinating the financial information required for each monitoring round throughout the financial year, and other ad hoc requirements from Department of Justice/ Finance.
* Preparing and reviewing financial, costing and statistical reports, including monthly variance reports recommending corrective intervention options needed to improve Department performance.
* Supporting the contract managers who are responsible for major Police Service of Northern Ireland contracts or complex contracts within the Department. This will be in line with Police Service of Northern Ireland’s financial management of contracts guidance and may include assistance in business case preparation, tendering and day-to-day contract management advice.
* Providing professional advice and assisting senior colleagues in working with external stakeholders and other organisations supporting policing in developing income generation, sponsorship initiatives or cost recovery opportunities.
* Providing specialist advice and knowledge to colleagues, partners and other individuals and agencies to support the achievement of organisational objectives and enable compliance with organisational policy.
* Advising and supporting senior management in the development, management and control of financial budgets.
* Building and developing partnerships with external/ internal stakeholders and other organisations to support the financial aspects in the delivery of policing objectives within the Department.
* Analysing and advising on the financial implications of legislative and other relevant changes which could affect the environment of policing.

***People Management/Development**** 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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| **Qualifications:**Applicants must by the closing date for applications have successfully passed the final professional examinations and be a member one of the following bodies:* The Chartered Association of Certified Accountants
* The Chartered Institute of Public Finance and Accountancy
* The Chartered Institute of Management Accountants
* Chartered Accountants Ireland
* The Institute of Chartered Accountants of Scotland
* The Institute of Chartered Accountants in England and Wales
* Certified Public Accountants Ireland

**Skills & Experience:**Have at least three years’ experience in a business and/or financial management role including:* Planning and managing budgets in a large commercial or public sector organisation (with in excess of 200 employees and an annual budget of >£5 million).
* Providing financial and performance reports to senior management.
* Providing accounting advice, analysis and scrutiny to Budget Holders to support strategic and operational decision making.
* Writing reports and presenting complex and technical financial information to a range of non-finance colleagues.
* Building effective working relationships with internal and external stakeholders to work collaboratively to achieve objectives.
* Managing changing and competing priorities and absorbing new information rapidly to address complex issues.
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**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:**