# Hosting Proforma

 Ref: I/C 19/21

**THE COMMISIONER FOR SURVIVORS OF INSTITUTIONAL CHILDHOOD ABUSE (COSICA)**

 **Name of Host Organisation**

**1. Interchange Manager’s details**

Victoria Trimble

**Name**

**Organisation /Department**

COSICA

**Address**

5th Floor South  Queen’s Court

56-66 Upper Queen Street,

Belfast

BT1 6FD

07384876725

**Telephone Number**

victoria.trimble@cosica-ni.org

**E-mail**

**Type of Opportunity**

Secondment – 24 months with the possibility of an extension, subject to the agreement of all parties

**2. Details of hosting opportunity**

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|  **Job Title – Staff Officer Accountant** **Main Purpose of the Job** The Commissioner for Survivors of Institutional Childhood Abuse (COSICA) was established upon recommendation of the HIA Inquiry, with the principal aim of promoting the interests of Victims and Survivors. Fiona Ryan was appointed as Commissioner in December 2019. COSICA has been established as a Non Departmental Public Body (NDPB) and is sponsored by the HIA Implementation Branch, which sits within The Executive Office (TEO).  The role holder is responsible for managing the COSICA budget. This will involve establishing robust financial governance including controls for monitoring expenditure, reporting, any financial risks and issues, to ensure COSICA meets their objectives and adheres to all required governance and reporting requirements as required by the sponsor department, The Executive Office (TEO).* **A Job Specification is at Annex A**
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**Main objectives of the opportunity**

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| * **Finance and Governance**

Management and monitoring of the COSICA Budget ensuring performance is in accordance with the allocated budget and in conjunction with the business plan* **Liaison and Communication**

Provide financial management information regarding COSICA to meet a range of stakeholder needs, including Sponsor Branch, Ministers, Director of Sponsor Division, Budget holders and the TEO Committee as required.* **Commissioner and Stakeholder Support**

Support the Commissioner and COSICA staff providing advice on all finance and governance related matters.  |

**3. Skills requirements**

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| The minimum level of formal qualifications required for entry or direct recruitment into this role are: 1. Be a fully qualified accountant and a current member of a relevant professional body

**AND**1. Have at least 1 year’s post qualification experience, gained

within the last 5 years in 1. Financial Management / Management Accounting or
2. Financial Accounting/Auditing

The characteristics commonly applied in this role include:* Technical analysis of financial data to include provision of monthly management accounts to include income and expenditure, cash flow and balance sheet;
* Capable of bringing accounts to annual audit
* Strong organisational skills and proactive in prioritising work

with the demands of a busy office* The ability to work to tight deadlines
* Technical accuracy in the input of data
* Objectivity in the review and presentation of evidence
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**4. Personnel: Please state below**

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| The individual will report and be line managed by the Corporate Services Deputy Principal  |

**5. Transfer of learning**

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| **Benefit to Individual**As the Staff Office Accountant the individual will join an office of ten staff, working to establish the organisation in a dynamic and highly rewarding policy area. In addition to working closely and collaboratively with other staff in the COSICA office, the individual will have the opportunity to make contacts within the Northern Ireland Civil Service, and the wider public sector. The individual will be responsible for managing the COSICA budget in accordance with the relevant Governance and Accountability standards, this will enable them to demonstrate and strengthen their skills in Managing resources, Problem Solving, Decision Making. The individual will also play a role in supporting COSICA and the wider organisation in fulfilling its role in promoting the interests of Victims and Survivors.  |
| **Benefit to individual’s employer**The role will provide the individual with the opportunity to enhance existing skills and develop new skills in a fast moving and dynamic environment, and to build new relationships and contacts which will ultimately be of benefit to the employer in the future. **Benefit to COSICA** COSICA will benefit from the different perspectives, skills, professional background, and experiences brought by an individual from another organisation.  |

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| **Start Date** **Duration** **Location** **Funding** **Selection Process** **Further information****Closing Date** | As soon as a suitable candidate has been identified and security cleared. 24 Months with the possibility of an extension, subject to the agreement of all parties. The successful candidate will be based at  Queen’s Court 56-66 Upper Queen Street, Belfast, BT1 6FD. Due to current Covid-19 restrictions there may be an opportunity for some home working.£34,197 to £35,860. COSICA will pay the total salary costs to the home department/organisation on a full cost recovery basis. The post-holder will receive reimbursement for approved travel and expenses in line with NICS arrangements. A paper sift will be used to determine the most suitable applicants for the role. If necessary, an informal discussion will be held with Fiona Ryan COSICA and a member of her team, to discuss the skills, knowledge and experience the applicants would bring to the post. **It is important that all candidates indicate how, and to what extent, they meet the essential experience, skills and qualities listed.**For further information about the post please contact Victoria Trimble in COSICA at victoria.trimble@cosica-ni.org.Applications must be submitted by **12noon on Friday 23 April 2021** to: interchangesecretariat@finance-ni.gov.uk\* This opportunity is not open to NI Civil Service staff |

**6. Logistics**

**7. Endorsement**

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 **Interchange Manager**

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| **07 April 2021** |

 **Date:**

 **Annex A**

**Job Specification**

The role holder is responsible for managing COSICA’s budget. It is not likely that the budget will be sizeable, but it will be expected to cover team Travel & Subsistence, general admin expenses; and co-production and engagement costs. The role holder is expected to manage the COSICA budget in accordance with good governance and government accounting procedures, seeking value for money. This includes ensuring that all budgetary requirements are identified, secured, monitored and effectively allocated on an ongoing basis to ensure that end of year spend falls within departmental tolerance targets. Specific duties will include:

**Finance and Governance**

* Daily management and monitoring of the COSICA Budget ensuring performance is in accordance with the allocated budget and in conjunction with the business plan
* Compile monthly management accounts
* Monthly and year end expenditure forecasts along with assisting with completion of quarterly Stewardship statements and management of monitoring rounds and submissions to line management
* Will review and escalate variances for consideration by line manager/ Commissioner
* Process monthly payroll costs including travel and subsistence
* Prepare all COSICA financial returns for the Sponsor Branch within the required timescales
* Process and approve payments and purchase orders ensuring the coding of COSICA expenditure is consistent with TEO Chart of Account and within their delegated limits.
* Provide assistance with financial data for input into the development of business cases and relevant projects, identifying milestones, timescales, resources and risks.

**Liaison and Communication**

* Liaise with HIA Implementation Branch as sponsoring department on all financial matters
* Preparation of documents and attendance at liaison meetings with the HIA Sponsor Branch
* Provide financial management information regarding COSICA to meet a range of stakeholder needs, including Sponsor Branch, Ministers, Director of Sponsor Division, Budget holders and the TEO Committee as required
* Provide financial briefing in advance of the monthly Departmental Board meetings.
* Attend meetings as required to provide advice and guidance on the use and interpretation of financial information.

**Commissioner and Stakeholder Support**

* Support the Commissioner and COSICA staff providing advice on finance and governance related matters
* Provide input to Ministerial correspondence, Assembly Questions (Orals and Written) and Freedom of Information requests (FOI’s) within the NICS time frame
* Develop and maintain effective and close working relationships with COSICA staff to enable them to carry out their key responsibilities
* Develop a valuable network of fellow professionals and specialists in TEO Finance Division.