# Hosting Proforma

Newry, Mourne and Down District Council

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Catrina Miskelly

 Name

 Organisation/

Human Resources

 Department

Downshire Civic Centre

Downshire Estate, Ardglass Road

Downpatrick BT30 6GQ

 Address

 Telephone Fax number

03301374025

 Number

recruitment@nmandd.org

 E-mail

Type of Opportunity

Secondment to the post of Audit Services Manager - 6 months with the possibility of extension (subject to the agreement of all parties).

**2. Details of hosting opportunity**

 Description of opportunity

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| Not only is Newry, Mourne and Down District Council the third largest Council in Northern Ireland, it is strategically located on the important eastern A1/M1 economic corridor and is an attractive area for business investment, both local and international. Boasting three Areas of Outstanding Natural Beauty, we pride ourselves on being a premier destination for local, national and international visitors. Our coastline and our rich cultural heritage, which we showcase every year in a growing number of festivals and events, make us an attractive place to visit, work and live in.The post holder will report to the Assistant Director (Finance), with reporting lines to the Council’s Audit Committee and have responsibilities in the following areas:* **Internal Audit** The Council’s Internal Audit service is provided by an external organisation. The post holder will have a responsibility to progress and report on recommendations which arise out of Internal Audit Reports, particularly those of a high priority. The post holder will also be the point of day-to-day contact with the Internal Auditors and agree plans of work with them.
* **Risk Management**

The post holder will play a key role in the development, implementation and policing of the Council’s Risk Management Strategy.**Investigation Role**The post holder will be required to investigate matters arising from the reporting of malpractices via whistle-blowing policy or arising from Internal Audit work. |

 Main objectives of the opportunity

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| 1. Prepare, review and analyse reports in areas of responsibilities to facilitate strategic and corporate management.
2. Provide accurate, timely and relevant reports and develop appropriate reporting systems in conjunction with relevant internal partners.
3. Work collaboratively with Finance colleague(s), internal and external contacts to ensure optimisation of resources and output.
4. Contribute to the corporate management of the service and Council through the maintenance of partnership with senior officers, project teams and consultative groups as necessary.
5. Assist the Assistant Director (Finance) in the provision of advice, with external assistance if required on various matters in the areas of responsibility.
6. Assist in the monitoring, reviewing and updating of relevant policies and regulations, in respect of area of responsibilities.
7. Responsible for monitoring the procedures in relation to the relevant areas of responsibility and implement improvements as appropriate in liaison with the Assistant Director (Finance), providing training as required.
8. Collate and compile information for statutory and other returns as required.
9. Liaise with and provide advice to external and internal stakeholders in the areas of responsibility as appropriate, for example Local Government Auditor, Senior and Corporate Management Team, Health and Safety, Emergency Planning, Audit Committee, Suppliers, Council Solicitor, Police etc
10. Deputise for the Assistant Director (Finance) in their absence in matters within the areas of responsibility.

**Internal Audit** * Service and organise the Audit Committee, including advising and briefing the Independent Chairperson
* Responsible for agreeing audit plans and day-to-day liaison on routine audit matters with outsourced Internal Audit
* Responsible for follow-up of Audit Reports, in respect of revisiting previous reports to ensure actions are progressed, taking into account level of risk
* Inspect and report on returns re matches from the annual returns made to the National Fraud database

**Risk Management*** Report on Risk Management to the Audit Committee
* Develop, implement and maintain a proactive Risk Management Strategy, Policy and Framework in accordance with best practice and statutory guidelines and carry out Risk Management audits to ensure compliance with same
* Assist managers in undertaking operational risk assessments and provide advice on loss reduction measures
* Oversee and advise on risk mitigation strategies and plans
* Co-ordinate and oversee risk reporting across the Council ensuring that sufficient and reliable information is provided to the Corporate and Senior Management Teams

**Investigation Role** * Responsible for carrying out Investigations into areas of suspected fraud, malpractices via the whistle blowing policy or arising from Internal Audit work within the Council. This involves:
* Using professional expertise and experience to devise suitable strategies to carry investigations
* Presenting evidence at Disciplinary Hearings on behalf of the Council
* Recommending measures/controls in order to prevent instances of fraud re-occurring
* Responsible for non- routine Audits in relation to matters of operational and financial mismanagement
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| 1. Degree or equivalent third level qualification

**AND**A minimum of 1 year’s recent practical experience (obtained within the last 3 years) employed in an audit and advisory services role to include practical experience of Risk Management and Investigations. **OR** In lieu of qualification then a minimum of 3 years’ recent practical experience (obtained within the last 5 years) employed in an audit and advisory services role to include practical experience of Risk Management and Investigations.1. Full member by examination, of a recognised Accounting body or Institute of Auditors (please provide registration number).
2. Experience of the preparation and presentation of reports to a relevant board or committee.
3. Experience of audit methodologies and techniques.
4. Experience of financial reporting and controls.
5. Competent in the use of Microsoft Word, Excel and PowerPoint
6. Hold a full valid driving licence and have access to transport to meet the requirements of the post or have access to a mode of transport that will enable the post holder to fulfil the role in full.
7. Available to work outside standard working hours as attendance at evening meetings, etc, is a feature of this role.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Assistant Director (Finance) |

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

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| Gerard Byrne, Assistant Director (Finance), Acting |

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 individual and their organisation.

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| **Individual** This opportunity will give the postholder to develop greater experience in Internal Audit, Risk Management and Investigations.**Parent Organisation:**This opportunity will enrich the post holder’s experience and develop their abilities in a broad range of areas.**Host Organisation:**Newry, Mourne and Down District Council will benefit from different perspectives and experiences brought by an individual from another 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**Duration**: 6 month secondment. **Location**: Based in Downpatrick or Newry the post holder will work across the Council District of Newry, Mourne and Down District Council.**Salary**: PO4 (SCP 35-38), currently £38,890 - £41,881 gross per annum**Funding**: Newry, Mourne and Down District Council will pay the total salary and associated costs to the home department/organisation on a full cost recovery basis.**Further information**: n/a**Closing Date:** Applications must be submitted by **12 noon on Wednesday 14th July 2021 to:** **interchangesecretariat@finance-ni.gov.uk****\*This opportunity is not open to NICS Staff.** |

**7. Endorsement**

 **Interchange Manager**

**Signed: **

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| **30 June 2021** |

**Date:**