# Hosting Proforma

**DEPARTMENT FOR INFRASTRUCTURE: TRANSLINK SPONSOR UNIT (TSU)**

**Name of Host Organisation**

**1. Interchange Manager’s details**

Laura Horner

**Name**

**Organisation /Department**

DfI Translink Sponsor Unit

**Address**

Clarence Court

10-18 Adelaide Street

Belfast

BT2 8GB

02890540713

**Telephone Number**

Laura.Horner@infrastructure-ni.gov.uk

**E-mail**

**Type of Opportunity**

Secondment – up to 6 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 Department for Infrastructure (DfI) was formed in 2016 following the Fresh Start Agreement with the aim of connecting people safely every day, supporting opportunities and creating sustainable living places. As such, it provides funding to Translink to deliver the network of public transport services here. Translink Sponsor Unit is responsible for the oversight of this financial support within the wider Public Transport Division of DfI.  The role holder will play a key role in all aspects of this oversight; providing analysis to support senior decision makers within DfI as they strive to deliver the Department’s key aims.  This will involve maintaining robust financial governance including controls for monitoring expenditure, reporting on performance and financial risks and issues, to ensure effective oversight of Translink in support of its and the wider Departmental aims and objectives.   * **A Job Specification is at Annex A** |

**Main objectives of the opportunity**

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| * **Finance and Governance**   Monitoring and analysing Translink’s performance; providing background for reporting on performance against the allocated budget and in conjunction with the business plan.   * **Liaison and Communication**   Support the Deputy Principal Accountant in providing financial management information about Translink to meet a range of stakeholder needs, including Minister, Director of Sponsor Division, Budget holders, Departmental Finance and the DfI Committee as required.   * **TSU and Stakeholder Support**   Support the Deputy Principal Accountant in Translink Sponsor Unit in providing advice on all finance and governance-related matters to a range of stakeholders. |

**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 one or more areas of:   1. Financial planning and budgeting; 2. Management accounting and cost analysis.   The characteristics commonly applied in this role include:   * Changing and Improving: be responsive, innovative and seek out opportunities to create effective change; * Making Effective Decisions: be objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice; * Leading and Communicating: lead from the front and communicate with clarity, conviction and enthusiasm; * Collaborating and Partnering: maintain positive, professional and trusting working relationships with a wide range of people within and outside NICS to help achieve business objective and goals; * Delivering at Pace: focus on delivering timely performance with energy and taking responsibility and accountability for quality outcomes; and * Managing a Quality Service: be organised to deliver service objectives and strive to improve the quality of the service, taking account of diverse customer needs and requirements. |

**4. Personnel: Please state below**

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| The individual will report and be line managed by the Translink Sponsor Unit Deputy Principal Accountant. |

**5. Transfer of learning**

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| **Benefit to Individual**  The individual will join the Translink Sponsorship team of twelve staff, working to contribute to delivery of the public transport network here and developing experience in a dynamic and highly rewarding operational area. In addition to working closely and collaboratively with other staff in TSU and across the Department, the individual will have the opportunity to make contacts within the Northern Ireland Civil Service, and the wider public sector; gaining an in-depth understanding of how financial skills support decision-making in Government.  The individual will be responsible for monitoring Translink’s performance against allocated budget in accordance with the relevant Governance and Accountability standards as well as providing input in to the development of a performance monitoring dashboard for the Public Service Agreement with Translink. This will enable them to demonstrate and strengthen their skills in managing resources, problem solving and decision making. |
| **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 DfI Translink Sponsor Unit**  TSU 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.  Up to 6 Months with the possibility of an extension, subject to the agreement of all parties.  The successful candidate will be based at  Clarence Court, 10-18 Adelaide Street, Belfast. BT2 8GB. Due to current Covid-19 restrictions there may be an opportunity for some home working.  NICS Staff Officer Accountant Pay Scale. 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 Jackie Robinson, Head of Public Transport Division and Chris McLean Head of Translink Sponsor Unit, 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 Laura Horner. [Laura.Horner@infrastructure-ni.gov.uk](mailto:Laura.Horner@infrastructure-ni.gov.uk)  Applications must be submitted by **Noon on Friday 13 May 2022** to:  [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk)  \* This opportunity is not open to NI Civil Service staff |

**6. Logistics**

**7. Endorsement**

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| **Laura Horner** |

**Interchange Manager**

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| **03 May 2022** |

**Date:**

**Annex A**

**Job Specification**

The role holder is responsible for monitoring, analysing and variance analysis of Translink’s sizeable revenue budget allocation from the Department which is normally in the region of £80m. The role holder is expected to liaise with Translink to undertake this work in accordance with good governance and government accounting procedures, seeking value for money. This includes working with Departmental Finance to ensure that all Translink’s 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**

* Assist with the annual budget-setting process and in-year analysis of forecast outturn against budget to inform advice to the DP Accountant in relation to important in-year budget changes (e.g. decisions around budget easements and pressures in Government budget monitoring rounds).
* Management of the annual financial information timetable to provide accurate budget monitoring information on time. Includes reviewing and assisting the DP Accountant with reporting on Translink’s budget and finances, analysis of financial data, preparing monthly financial reports for PTD Management including variance analysis.
* Provide assistance with financial data for input into the development of business cases and relevant projects, identifying milestones, timescales, resources and risks.
* Provide assistance with the governance requirements for Translink, including development and monitoring of a performance reporting dashboard for the Public Service Agreement with Translink.

**Liaison and Communication**

* Liaise with Translink and Departmental Finance to support the DP on all financial matters
* Preparation of documents and attendance at monitoring meetings with Translink
* Provide financial management information about Translink to meet a range of stakeholder needs, Ministers, Director of Sponsor Division, Budget holders, Departmental Finance and the DfI Committee as required
* Prepare financial briefing in advance of Departmental Audit and Risk Committee meetings
* Attend meetings as required to provide advice and guidance on the use and interpretation of financial information

**TSU and Stakeholder Support**

* Support the Head of Translink Sponsor Unit and his deputies in 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 TSU staff to enable them to carry out their key responsibilities
* Develop a valuable network of fellow professionals and specialists in Translink and Departmental Finance