# Hosting Proforma

Sport NI

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Nicola Algie

 Name

 Organisation/

Sport NI

 Department

House of Sport

2A Upper Malone Road

Belfast

BT9 5LA

 Address

 Telephone Fax number

02890383847

 Number

nicolaalgie@sportni.net

 E-mail

Type of Opportunity

**Secondment** opportunity until November 2023

**2. Details of hosting opportunity**

 Description of opportunity

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| The Finance Manager provides high quality financial information to plan, manage and account for expenditure utilising financial reporting and management information systems. The Finance Manager leads the finance team, to produce financial accounts, monthly management accounts and provide advice, guidance and direction on the management of budgets. The Finance Manager ensures the smooth and effective running of the Finance Department. |

 Main objectives of the opportunity

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| Please see attached Job Description – Annex A |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| Please see attached Personnel Specification – Annex B |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Chief Operating Officer  |

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

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| --- |
| Chief Operating Officer  |

**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** The Finance Manager provides high quality financial information to plan, manage and account for expenditure utilising financial reporting and management information systems. The Finance Manager leads the finance team, to produce financial accounts, monthly management accounts and provide advice, guidance and direction on the management of budgets. The Finance Manager ensures the smooth and effective running of the Finance Department.**Parent Organisation**This opportunity will enrich the post holder’s experience and develop his/her abilities in a broad range of areas such as IT strategy and infrastructure.**Host Organisation**This opportunity will provide Sport NI with an experienced staff member who will play a pivotal management role in the IT team |

**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**: September 2022**Duration**: It is anticipated the opportunity will continue until November 2023**Location**: House of Sport, Upper Malone Rd, Belfast. Sport NI has currently adopted a hybrid style of work which blends working at home with working in the office **Salary:** £39,748 to £42,639 per annum. Salary scale and other related costs will be funded by Sport NI**Funding**: Sport NI will fund from existing budgets**Further information**: For further information please contact recruitment@sportni.net**Closing Date:** Applications must be submitted by **4.00pm on Friday 29 July 2022** to**:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Nicola Algie**  |

**Signed:**

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| **08 July 2022** |

**Date:**

**ANNEX A**

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**ANNEX B**

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