# Hosting Proforma

**DEPARTMENT FOR INFRASTRUCTURE: FINANCE DIVISION**

**Name of Host Organisation**

**1. Interchange Manager’s details**

Kieran Mc Mahon

**Name**

**Organisation /Department**

DfI Roads and Rivers Finance Business Partner

**Address**

Clarence Court

10-18 Adelaide Street

Belfast

BT2 8GB

Mobile: 077149 17303

**Telephone Number**

Kieran.mcmahon@infrastructure-ni.gov.uk

**E-mail**

**Type of Opportunity**

Secondment – 4 - 6 months with the possibility of an extension, dependent on business need

**2. Details of hosting opportunity**

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| **Job Title – Deputy Principal Accountant**  **Main Purpose of the Job**  The role holder will play a key role in all aspects of the financial oversight of the Roads and Rivers budgets; providing analysis to support senior decision makers within the Department 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 the Department in support of the wider 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 Roads and Rivers performance; providing background for reporting on performance against the allocated budget.   * **Liaison and Communication**   Support the Principal Accountant in providing financial management information to meet a range of stakeholder needs, including the Roads and Rivers Deputy Secretary and Directors, Financial Controller, Finance Director, Budget holders and Departmental Finance as required.   * Support the Principal Accountant 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 relevant post qualification experience\* in a finance related environment demonstrating experience in one or more areas of: 2. Financial planning and budgeting; 3. Management accounting and cost analysis.   **\***relevant post qualification experience is defined as experience gained working whilst a full member of one of the professional bodies from the following list:  (a) Chartered Accountants Ireland;  (b) The Institute of Chartered Accountants in Scotland;  (c) The Institute of Chartered Accountants in England and Wales;  (d) The Chartered Institute of Management Accountants;  (e) The Association of Chartered Certified Accountants;  (f) The Chartered Institute of Public Finance and Accountancy;  (g) The Institute of Certified Public Accountants in Ireland.  In addition the competency requirements for this role include:   * 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 |

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**4. Personnel: Please state below**

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| The individual will report to the Head of Roads and Rivers Finance Business Partner. |

**5. Transfer of learning**

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| **Benefit to Individual**  The individual will join the Roads and Rivers Finance Business Partner team working to contribute to financial management within the Department and developing experience in a dynamic and highly rewarding area. In addition to working closely and collaboratively with other staff 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 and at the strategic level.  The individual will be responsible for monitoring the Roads and Rivers performance against allocated 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 and seeing the bigger picture. |
| **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 understand at the overall NICS level, budget development and decision making.  **Benefit to DfI**  The Department 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.  4 - 6 Months with the possibility of an extension, dependent on business need.  The successful candidate will be based at  Clarence Court, 10-18 Adelaide Street, Belfast. BT2 8GB, with working from home arrangements agreed and in place.  Funding will be provided based on the NICS Deputy Principal Accountant Pay Scale and will be capped at this level (£39,748-£42,639 per annum). 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 Kristina Palmer, Acting Head of Financial Planning Branch and Kieran Mc Mahon, Head of Roads and Rivers Finance Business Partner 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 Kieran Mc Mahon. [Kieran.mcmahon@infrastructure-ni.gov.uk](mailto:Kieran.mcmahon@infrastructure-ni.gov.uk)  Applications must be submitted by **Noon on Friday 26th August 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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| **Kieran McMahon** |

**Interchange Manager**

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| **8/8/22** |

**Date:**

**Annex A**

**Job Specification**

The role holder is responsible for monitoring, analysing and variance analysis of the Roads and Rivers resource and capital budgets. The role holder is expected to liaise with business areas across Roads and Rivers to undertake this work in accordance with good governance and government accounting procedures, seeking value for money. Specific duties will include:

The main duties and responsibilities will include:

* To co-ordinate Roads and Rivers group input into Department of Finance and Departmental Budget updates, in-year monitoring rounds (collating pressures and easements for senior management review) and other strategic financial planning exercises;
* To co-ordinate and prepare monthly profiles for resource and capital allocations, to support budget holder review;
* To assist with the Main Estimates, Spring Supplementary Estimates and Vote on Account, and associated briefing, ensuring that queries from DfI Financial Planning are dealt with promptly;
* To prepare monthly management reporting on the Resource and Capital allocations and periodic finance reports for senior management ;
* To co-ordinate and prepare finance input into draft responses to Assembly Questions, Correspondence cases, Committee enquiries, and FOI requests relating to Roads and Rivers Group; and
* Input into ad hoc costing and financial planning exercises.