# Hosting Proforma

**DEPARTMENT FOR INFRASTRUCTURE: FINANCE DIVISION**

**Name of Host Organisation**

**1. Interchange Manager’s details**

Kristina Palmer

**Name**

**Organisation /Department**

DfI Financial Planning and Management Branch

**Address**

Clarence Court

10-18 Adelaide Street

Belfast

BT2 8GB

02890540472

**Telephone Number**

Kristina.palmer@infrastructure-ni.gov.uk

**E-mail**

**Type of Opportunity**

Secondment – up to 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 Department’s 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 the Department’s performance; providing background for reporting on performance against the allocated budget and in conjunction with the business plan.   * **Liaison and Communication**   Support the Principal Accountant in providing financial management information to meet a range of stakeholder needs, including Minister, Finance Director, Budget holders, Departmental Finance and the Committee 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 successful financial management for significant capital and/or resource budgets**.**   **\***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; and * **Delivering at Pace:** focus on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. |

**4. Personnel: Please state below**

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| The individual will report to the Head of Financial Planning and Management Branch. |

**5. Transfer of learning**

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| **Benefit to Individual**  The individual will join the Financial Planning and Management Branch, team of five, 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 and Arms Length Bodies, 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 Department’s 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.  Up to 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, however there is the possibility of some element of homeworking, subject to an agreed workstyle agreement.  Funding will be provided based on the NICS Deputy Principal Accountant Pay Scale (£39,748-£42,639 per annum) and will be capped at this level. 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 and Kieran McMahon, Head of Roads and Rivers Business Partner branch 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 Kristina Palmer. [Kristina.palmer@infrastructure-ni.gov.uk](mailto:Kristina.palmer@infrastructure-ni.gov.uk)  Applications must be submitted by **Noon on Friday 26 August 2022** to:  [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk)  \* This opportunity is not open to NI Civil Service staff |

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| **Kristina Palmer** |

**Interchange Manager**

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| **9 August 2022** |

**Date:**

**Annex A**

**Job Specification**

The role holder is responsible for monitoring, analysing and variance analysis of the Department’s budgets, normally in the region of £1.2bn. The role holder is expected to liaise with all business areas across the Department to undertake this work in accordance with good governance and government accounting procedures, seeking value for money. This includes working with Arm’s Length Bodies to ensure 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:

The main duties and responsibilities will include:

* Manage the end to end resource and capital budget spending review process, from commissioning exercises to final submissions and returns and ensure that throughout the process, senior management are kept informed with timely information and that Minister's decisions are actioned promptly;
* To manage and monitor the in-year Departmental Budget, to ensure no underspend more than 1.5% or no overspend for both resource and capital budgets;
* To assist with the Main Estimates, Spring Supplementary Estimatess and Vote on Account, and associated briefing, ensuring that queries from DoF, Senior Management, Minister are dealt with promptly;
* To improve processes to manage and report on the Resource and Capital Budgets;
* To assist in providing thorough clear and concise advice to senior management/Minister and to review draft responses to Assembly Questions, Correspondence cases, Committee enquiries, Executive papers and Freedom of Information requests and ensure that agreed timescales are met; and
* Provide financial information for senior management and budget holders.