# Hosting Proforma

Victims & Survivors Service

Name of Host

Organisation

**1. Interchange Manager’s details**

Paul Sharvin

Name

Organisation/

HR Manager

Department

1st & 4th Floor

Seatem House

28-32 Alfred Street

Belfast BT2 8EN

Address

Telephone Fax number

028 90 251552

Number

paul.sharvin@vssni.gov.uk

pau

E-mail

Type of Opportunity

Secondment for a Finance & Governance Manager (DP)

**2. Details of hosting opportunity**

Description of opportunity

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| As a member of the senior management team the Finance and Governance Manager will take responsibility for managing the quality and effectiveness of the organisation’s corporate affairs. Reporting to the Head of Corporate Services, the Finance and Governance Manager will have management responsibility for the Corporate Finance and Governance teams. Whilst this role currently has responsibility for both the Finance and Governance elements, VSS are currently undergoing a review of staffing and structure and it is anticipated that in the future this role will be split into two distinctive posts, being that of a Finance Manager and a Governance Manager. |

Main objectives of the opportunity

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| The main objectives for the role of Finance and Governance Manager for the Victims and Survivors Service are as follows:   * The role holder will be responsible for the Management of Finance and Governance; * The role holder will be Responsible for leading the Corporate Services Team; * The role holder will be responsible for Developing the major internal and external communication channels and processes within the Corporate Services department; * The role holder will support the Chief Executive Officer and the Head of Corporate Services, for Corporate and Business Planning purposes, ensuring that the themes and goals contained within the plans align to those of Ministers and Government. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| A Qualified member of one of the professional bodies listed below:   * The Chartered Institute of Management Accountants; * Chartered Accountants Ireland; * The Institute of Chartered Accountants in Scotland; * The Institute of Chartered Accountants in England and Wales; * The Association of Chartered Certified Accountants; * The Chartered Institute of Public Finance and Accountancy; * The Institute of Certified Public Accounts in Ireland; or equivalent.  1. A minimum of **2 years’** practical experience in **all** of the following areas:  * Ensuring Corporate Governance. * Preparation of financial statements in accordance with all relevant accounting guidance. * Preparation of management accounts and other financial information to tight deadlines. * Preparing, managing and monitoring budgets of greater than £500k per annum. * Managing relationships with external or internal auditors and the implementation of recommendations. * Leading, managing and motivating a team. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Head of Corporate Services |

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

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| Tara Lewsley – Head of Corporate Services |

**5. Transfer of learning**

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

individual and their organisation.

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| Participation on the Interchange opportunity will add value and bring new perspectives to the VSS from outside the organisation.  In addition to this, the opportunity will develop individual skill set, broaden knowledge base and build new relationships across sectors – all of which will enhance the capacity and capability of the individuals / team/ business areas. It will also broaden awareness and understanding of what the VSS does and the support and services it offers to the many affected by the Troubles/conflict and Historical Institutional Abuse in Northern Ireland. |

**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**: Monday 24 October 2022  **Duration**: 24-months with the possibility of an extension.  **Location**: 1st & 4th Floor, Seatem House, 28-32 Alfred Street Belfast BT2 8EN with the opportunity for hybrid working.  **Resources**: The successful candidate will line manage several staff, laptop provided.  **Funding**: Funding from within existing VSS budgets. The salary range for this post is: £39,748-£42,639.  **Further information**: for further information please contact [paul.sharvin@vssni.org](mailto:paul.sharvin@vssni.org).  **Closing Date:** Applications must be submitted by 4.00pm on Monday 26 September 2022 to**:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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**Signed:**

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| **5th September 2022** |

**Date:**