# Hosting Proforma

Ulster-Scots Agency

Name of Host

Organisation

**1. Interchange Manager’s details**

Lorna Elliott

Name

Organisation/

Ulster-Scots Agency

Department

The Corn Exchange

31 Gordon Street

BELFAST

BT1 2LG

Address

Telephone Fax number

028 9026 1988

Number

[lelliott@ulsterscotsagency.org.uk](mailto:lelliott@ulsterscotsagency.org.uk)

E-mail

Type of Opportunity

**Secondment - Staff Officer Accountant**

**2. Details of hosting opportunity**

Description of opportunity

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| The Staff Officer Accountant will be responsible for the management and further development of the Agency’s financial reporting and control systems and ensuring regularity and propriety in managing public funds. The post holder will support the Director of Corporate Services in managing and controlling the use of the Agency’s financial and physical resources. |

Main objectives of the opportunity

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| **Main Activities**   * Maintain and improve the financial systems and procedures for the Ulster-Scots Agency. * Monitor, control and manage income and expenditure and bank accounts. * Prepare monthly management accounts including budgetary and variance information and statutory year end accounts to deadlines. * Liaise with Sponsor Departments, Departments of Finance and the North South Ministerial Council on funding and financial matters. * Liaise with internal and external auditors. * Maintain Business Cases files * Assist Staff with Policy and procedure implementation * Fixed Asset Register maintenance * Attendance at Audit & Risk Committees * Contribute to ongoing Information re-categorisation project * Attendance at external meetings as required. * Manage and develop financial management information systems and databases. * Liase with IT support on IT related issues. * Manage Agency’s insurances and participate in its risk management procedures. * Work closely with all management in the provision of timely and accurate financial information. * Drafting and implementation of financial policies, procedures and controls. * Ensuring full compliance with Financial Memorandum guidance |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| By the closing date for applications, be working towards the final professional examinations and attaining full membership of one of the bodies detailed below:   1. The Institute of Chartered Accountants in Ireland; 2. The Institute of Chartered Accountants in Scotland; 3. The Institute of Chartered Accountants in England and Wales; 4. The Chartered Institute of Management Accountants; 5. The Association of Chartered Certified Accountants; 6. The Chartered Institute of Public Finance and Accountancy.   Desirable:  By the closing date for applications, have successfully passed the final professional examinations and be a full, current member of one of the bodies detailed below:  1. The Institute of Chartered Accountants in Ireland;  2. The Institute of Chartered Accountants in Scotland;  3. The Institute of Chartered Accountants in England and Wales;  4. The Chartered Institute of Management Accountants;  5. The Association of Chartered Certified Accountants;  6. The Chartered Institute of Public Finance and Accountancy. Knowledge and Skills Essential:   * Minimum of 3 years experience in financial management / management accounting **OR** financial accounting / auditing experience within the public, private, voluntary or community sector; * Minimum of 1 year experience in a supervisory or managerial capacity in an accounting, finance or audit environment; * Possess experience in the production of monthly management accounts using computer based accounting systems and experience in the preparation of final statutory accounts; * Have knowledge or experience of contemporary corporate governance and risk management practices and procedures. * Have knowledge of public procurement practices * Have experience of policy and procedure review in a finance setting |

**4. Personnel: Please state below**

Who will the individual report to?

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| Karen Stewart, Director of Corporate Services |

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

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| Director 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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**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**: As soon as a suitable candidate can be identified and release date agreed.  **Duration**: approximately 9 months  **Location**: Corn Exchange Building, 31 Gordon St, Belfast BT1 2LG Belfast  **Funding**: The Ulster Scots Agency will meet salary and associated expenses and the salary is £35,450.  **Further information**: For further information contact Lorna Elliott on Tel: 028 9026 1988 or by email at: [lelliott@ulsterscotsagency.org.uk](mailto:lelliott@ulsterscotsagency.org.uk).  **Closing Date:** AuthorisedApplications must be submitted by 4.00pm on Friday 18 November 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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| L Elliott |

**Signed:**

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| 28/10/2022 |

**Date:**