**Candidate Information Pack**

***Finance Officer***

**Corporate Service Department**

**Ref:** **CS/05-24/02**

**Grade: Staff Officer Accountant**

**£36,002 - £37,133**

**AWAITING 5% PAY AWARD**

**Reporting to:**

**Senior Corporate Services Officer**

**Completed Application Forms must be returned no later than 12 noon on Friday, 21st June 2024.**

Foreword

Thank you for your interest in a role with the Northern Ireland Commission for Children and Young People (NICCY).

As an organisation, we pride ourselves on recruiting the best people and providing them with the tools and support they need to make a positive contribution to our work, while realising their full potential.

NICCY was established through the Commissioner for Children and Young People (Northern Ireland) Order 2003. This piece of legislation outlines NICCY’s functions, duties and powers and the principal purpose (mission) of the Office (under Article 6(1)) which is to ‘safeguard and promote the rights and best interests of children and young people’.

NICCY will be launching its new Corporate Plan in April 2024. This is an exciting time for us as an organisation as we prepare to set our objectives of how we will advocate and support Children and Young People in Northern Ireland over the next four years.

We believe that it takes brilliant people to deliver a brilliant service. NICCY operates in a dynamic environment, and as the newly appointed Finance Officer you will be provided with an excellent opportunity to make an important and valued contribution to the work of NICCY.

The work we do is challenging but also incredibly rewarding, our office in Belfast is a hub of energy and enthusiasm. Our staff value the knowledge that they are making a positive and lasting contribution to society.

This booklet will provide you with further information about the key responsibilities of the role of Finance Officer and sets out the skills and competencies required.

I hope that you are encouraged to apply for this important role and best wishes with your application.

Mairead McCafferty

*Chief Executive, Northern Ireland Commission for Children and Young People*

**About Us**

The Northern Ireland Commissioner for Children and Young People (“NICCY”) was established by the Commissioner for Children and Young People ([Northern Ireland) Order 2003 to provide an independent voice to promote and protect the rights of children and young people in Northern Ireland and to represent their interests.

As an organisation, NICCY employs 26 members of staff and has an annual expenditure of under £2 million. More information can be found in our [Annual Report](https://www.niccy.org/wp-content/uploads/2024/01/NICCY-Annual-Report-and-Accounts-2022-23.pdf), [Business Plan](https://www.niccy.org/wp-content/uploads/2022/09/NICCY-Business-Plan-2022-23-final-web.pdf) and on [our website](https://www.niccy.org/).

**Job Purpose**

The Finance Officer will assist the Senior Corporate Services Officer in the delivery of efficient and effective financial services (accounts payable and accounts receivable), as well as providing a significant input into the preparation of the Statutory Annual Accounts. This position at NICCY plays a central role in supporting the work of the Corporate Services function, especially in administering the day-to-day financial management and supporting the framework for internal controls and governance.

**Salary**

The salary for the post will be within the Staff Officer (Accountant) pay scale of the Northern Ireland Civil Service, currently £36,002 – 37,133 (awaiting 5% pay award). The starting salary is at the minimum of the pay scale. It is important to note that this position within NICCY is pending a grade evaluation.

**Pension Scheme**

NICCY offers all new employees an attractive pension package. Further details can be found on the [Principal Civil Service Pensions Scheme (Northern Ireland)](https://www.finance-ni.gov.uk/landing-pages/civil-service-pensions-ni) website.

**Annual Leave**

In addition to the usual 12 days public and privilege holidays, you will enjoy an annual leave allowance of 25 days rising to 30 days after 5 years of satisfactory service.

**Working Hours**

The successful candidate will be required to work five days each week, totalling thirty-seven hours. On occasion, the duties may include some evening and weekend working.

It should be noted that NICCY is currently operating a hybrid working model so there will be a requirement that you attend NICCY’s offices at Equality House, 7-9 Shaftesbury Square, Belfast, BT2 7DP a minimum of 2 days per week. Your remaining hours may be worked from your home address.

**Probation**

Confirmation of your appointment will be dependent upon the satisfactory completion of a probationary period of 12 months. If your performance, conduct or attendance during this period is not satisfactory your appointment may be terminated. All appointees will be expected to demonstrate a track record of effective service within this period.

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| Job Title: | Finance Officer |
| Duration: | Permanent |
| Work Style | Hybrid Working (2 days in the office) |
| Reports to: | Senior Corporate Services Officer |
| Hours: | 37hrs (with flexible working opportunities) |

**Main Duties and Responsibilities:**

**Purpose of Role**

The Finance Officer will assist the Senior Corporate Services Officer in the delivery of efficient and effective financial services (accounts payable and accounts receivable), as well as providing a significant input into the preparation of the Statutory Annual Accounts.

The post-holder will assist in the development of robust financial management and systems of internal controls and liaise with the External Auditors to ensure that the annual Audit process is concluded in a satisfactory and timely manner.

The post will involve analysis of financial data; assisting the production of management accounting information; assisting the preparation of financial and management accounts; review of the financial policies and procedures; and partnering with staff to advise on financial information, accounting requirements and best practises to be adopted.

This position at NICCY plays a central role in supporting the work of the Corporate Services function, especially in administering the day-to-day financial management and supporting the framework for internal controls and governance.

**Duties and Responsibilities**

**Financial Processes & Accounts**

* To be a lead administer of financial and accounting systems in place;
* Monitor and manage income and expenditure of NICCY, corporately and across different departments within NICCY;
* Control and issue payments and ensure that targets for prompt payment are met;
* Monitor bank account(s) and prepare bank reconciliation;
* Monitor credit card payments, billing and the users of this facility;
* Ensure the timely and accurate presentation of the draft annual accounts, monthly management accounts and other financial information ahead of approval from the Senior Corporate Services Officer, as required, and support with the presentation to the internal and external auditors;
* Assist in liaising with DfC/DoF about allocations of funds and draw down of funds;
* Advise on decisions on technical accounting issues including, for example, the treatment of capital assets, allocation of overheads;
* Oversee and manage NICCY’s purchasing and procurement procedures and act as an internal point of contact to provide NICCY staff with ad hoc and regular procurement advice;
* Act as a point of contact/liaison in procurement matters relating to NICCY;
* Maintenance of the Purchase Ledger, ensuring all invoices are correctly authorised and properly accounted for, and correctly posted to the financial system;
* Overseeing the preparation of all cheque payments by the Administration team, ensuring that all expenditure has been properly incurred, that adequate documentation is in place, and that payments are sent out in a timely manner;
* Manage the process of raising invoices on behalf of NICCY;
* Assistance in setting up and maintaining budgets, apportionments and variances.

**Payroll**

* In partnership with Human Resources, prepare, on a monthly basis, an up to date payroll brief to go to NICCY’s external payroll provider.
* Ensure that any changes which affect staff salaries are updated and passed onto the external payroll provider such as change to working hours or alterations to salary sacrifice schemes.
* Provide pension and other ad hoc reports as required to the external payroll provider;
* Calculating and ensuring that the pay remit is implemented accurately and in a timely fashion.

**Systems of Internal Control**

1. Assisting the Senior Corporate Services Officer in the maintenance and development of systems of internal control and Governance Statements;
2. Assisting the Senior Corporate Services Officer with NICCY’s financial management information systems;
3. Assisting the Senior Corporate Services Officer, in the preparation and control of annual and supplementary bids for funding;
4. Liaison with senior staff on business plan projects and provision of reports and advice on budgets and expenditure and, where required, provision of financial modelling of same;
5. Assisting with compliance with financial reporting practices;
6. Adhere to relevant financial sections of the Management Statement and Financial Memorandum;
7. Assist in the ongoing review and development of financial systems, policies and procedures to ensure the effective delivery of services and to ensure best practice is adhered to;
8. Support the maintenance of NICCY’s Asset Registers;
9. Oversee the gifts and hospitality register by ensuring that this is updated accordingly.

**Financial and Risk Management**

* Involved in identifying resource needs, and preparing business cases to meet business objectives;
* Assist in working with senior staff to develop and maintain detailed budgets for corporate expenditure to deliver on the Business Plan;
* Assist in the preparation of reports to the Audit and Risk Assurance Committee (ARAC).
* Provide ad hoc financial information for the Commissioner, Chief Executive, Senior Corporate Services Officer, Audit and Risk Assurance Committee (ARAC), Senior Managers, LMT and staff as required;
* Contribute to the effective organisational risk management strategies and arrangements to ensure that NICCY meets its statutory and corporate responsibilities in line with the Business Continuity Plan;
* Contribute to the management of physical assets within the responsibility.
* To co-ordinate the completion of all statutory and central government returns and ensure that they are submitted within the relevant timeframe;

**Other**

* Adhere to NICCY’s mission, vision and values;
* Staff are expected to demonstrate their commitment to NICCY by their regular attendance and the efficient completion of tasks allocated to them;
* All duties are carried out in compliance with NICCY’s Health and Safety Policy and statutory requirements;
* NICCY is an Equal Opportunities Employer. All staff are required to adhere to NICCY’s Equal Opportunities Policy throughout the course of employment;
* To ensure the ongoing confidence of the public in the staff of NICCY, staff must ensure they maintain the highest standards of personal accountability;
* Other relevant and related duties appropriate to the grade.

**The above is given as a broad range of duties and is not intended to be a complete description of all tasks. It is important to note that the responsibilities may change to meet the evolving needs of the services that NICCY provides.**

**Selection Criteria**

We are seeking a high-calibre Finance Officer with the passion, experience and drive to join our team and to make a real difference to our organisation, now and for the future.

Candidates must be able to demonstrate that they meet the following essential criteria in their written application and at the interview:

**Essential Criteria:**

1. The post-holder must be part qualified in a relevant institute (listed below), with 3 years’ finance-related experience of working with administrative accounts processing, assisting with the preparation of statutory returns and supporting the audit process. Relevant institutes are:

* Chartered Accountants Ireland
* The Institute of Chartered Accountants in Scotland
* The Institute of Chartered Accountants in England and Wales
* The Chartered Institute of Management Accountants
* The Association of Chartered Certified Accountants
* The Chartered Institute of Public Finance Accountancy
* The Institute of Certified Public Accountants in Ireland

1. Experience of preparing or contributing to the preparation of Annual Accounts on a timely basis, and working with internal and external auditors.
2. Experience in the use of financial IT systems to include Sage or similar business accounting packages, and detailed operational knowledge of the Microsoft Office product suite.
3. Sound organisational and planning skills including the ability to work to strict deadlines, prioritise tasks and attention to detail.
4. The ability to work within a team environment, on own initiative and to take the lead where necessary including problem solving.

**Desirable Criteria:**

1. Experience of corporate governance including risk management
2. Have experience working in Public Sector, specifically finance-related.

**The Recruitment Process**

NICCY is an equal opportunities employer and is committed to the principle that recruitment should be on the basis of merit from the candidate’s performance during the selection process.

**Advertising:**  Friday 24th May 2024

**Closing date:** Friday 21st June 2024

**Interview:** *We anticipate the week commencing 8th July 2024.*

***Please note that these timeframes are indicative and may be subject to change.***

**How will we contact you?**

We will contact you via email at each stage of the process. The emails will come from [recruitment@niccy.org](mailto:recruitment@niccy.org), please remember to check spam and junk folders for updated emails.

**Pre-Employment Checks**

**1.** All applicants must produce documentation to prove they have the right to work in the UK. Further details can be found on the Home Office Right to Work Checklist.

**2.** Details of two referees must be provided. Referees will only be contacted after interviews have taken place.

**3.** Once a conditional offer has been proposed, the candidate will be required to undergo an Access NI disclosure check.

**Data Protection**

Personal information that you provide in connection with your application and information subsequently provided during the course of your employment, will be used and processed by the Northern Ireland Commissioner for Children and Young People (NICCY). This will be in accordance with the General Data Protection Regulation (GDPR) and Data Protection Bill, in order to perform an employment contract and to comply with legal obligations. Please ensure that the information you give to us is correct and that you let us know of any changes as soon as possible. Further information can be obtained from the Information Commissioner’s Office (ICO).

**Working at the NICCY**

We think NICCY is a great place to work and here’s why:

**Hybrid Working**

All of our roles at NICCY offer hybrid working, whereby staff may have the opportunity to work from home for part of the week (subject to business needs).

**Annual Leave**

NICCY offers an annual leave allowance starting with 25 days and increasing to 30 days after 5 years of satisfactory service. We also offer 12 public and privilege holidays per year.

**Family-friendly Policies**

NICCY has a range of family-friendly policies to allow staff to balance work with the other aspects of their lives. These include part-time working, job-sharing arrangements, flexible working and special leave provisions.

**Flexi-time**

NICCY offers flexi time which provides flexibility on start and finish times and the length of lunch breaks, subject to business needs. Staff can accrue flexi time when they work beyond their usual hours, and then claim it back later.

**Learning and Development**

We recognise the importance of continuous professional and personal development opportunities. Our Learning and Development programme is open to all staff and consists of a number of formal and informal initiatives (i.e. Corporate training; Management and Leadership; Professional Qualifications; and Digital Enhancement).

**Health and Wellbeing**

Health and Wellbeing is an important aspect of your working environment at NICCY. As part of NICCY’s ongoing commitment to support the health and wellbeing of staff, a number of initiatives are offered, including information sessions on a variety of health and wellbeing topics, workplace health checks, free flu vaccinations and the provision of trained Mental Health First Aiders.

**Investors in People – Silver Accreditation**

We were awarded the *‘We invest in people Silver accreditation’* in March 2022 – see more on our [IiP here](https://www.niccy.org/about-niccy/our-organisation/iip-silver-accred/).