



- Maximising the power of sport to change lives •

JOB DESCRIPTION

Job Title: Head of Finance & Risk

Grade: Grade 7 (G7)

Salary Scale: £61,673- £64,469

Department: Executive Leadership Team (ELT)

Location: House of Sport, Belfast

Responsible to: Chief Operating Officer

Duration: Temporary Opportunity for up to 12 months with the possibility of extension.

Organisational background:

Sport NI is the lead development public body for sport and physical recreation in Northern Ireland. We are established under the Recreation and Youth Service Order 1986 for the furtherance of sport and physical recreation in Northern Ireland. We develop all aspects of sport and physical recreation, from active participation to Olympic and Paralympic levels.

Sport NI is primarily funded by grant in aid from the Department for Communities and the National Lottery.

Our mission statement is:

We are passionate about maximising the power of sport to change lives.

Our DNA:

Sport NI's values are excellence, integrity, collaboration and learning. Sport NI seeks an individual who shares and exemplifies our values and associated behaviours in their daily work.

Overall purpose of job:

The postholder will be a key member of the Executive Leadership Team with responsibility for all aspects of financial management and control across Sport NI. The role will cover Exchequer and Lottery funding sources, and include the following:

- day-to-day oversight, direction and management of the finance team.
- responsibility for oversight and management of the financial appraisal and advisory function
- internal audit; and
- risk management.

Duties and Responsibilities:

Financial Management & Control

- Set the standard for financial management across the organisation through the Finance Policy / Manual and the Scheme of Delegation.
- Support the Chief Executive as Accounting Officer to ensure effective financial management and control of Sport NI's expenditure.
- Advise and assist the Chief Operating Officer and Executive Leadership Team (ELT) on budget management and financial planning, in line with changing demands

- Oversee the finance function, including people, processes and controls, to ensure proper administration of and accounting for Sport NI's financial affairs
- Oversee the management of the Civica Finance System, to ensure it is fit for purpose and that a strong financial reporting and control environment is in place.
- Oversee the completeness and accuracy of monthly management reports prepared for budget-holders, managers, ELT, Board and DfC, including effective and timely monitoring of monthly spend vs budget, and submission of Resource Consumption returns.
- Oversee the preparation, delivery and audit of the annual Exchequer and Lottery Accounts and associated Annual Reports, including liaison and relationship management with NIAO and NAO as appropriate.
- Ensure that the annual budgeting process is undertaken on a timely basis each year, in conjunction with budget-holders, and that allocation letters are issued timely to enable effective business unit level financial management to operate throughout the year.

Financial Appraisal & Advisory

- Act as Sport NI's Champion for promotion of good financial governance and effective financial control by the organisations that Sport NI funds.
- Ensure that adequate resources and arrangements are available to teams within the Sports Directorate to perform financial and / or economic appraisals at programme level to the required standard.
- Ensure that adequate resources and arrangements are in place for the completion of financial need assessments of applicants, as part of on-going programme delivery and management arrangements.
- Ensure that adequate resources and arrangements are in place to provide ad-hoc support to programme or project teams to assess the financial viability of new projects or proposals received.
- Ensure that the financial management, audit and compliance aspects of programmes are completed to a satisfactory standard and in compliance with guidance set out by the organisation's sponsor department, including in respect of Financial Systems and Controls Assessment of Voluntary and Community Organisations (FSCA).
- Ensure, through training and ad-hoc support, that staff within the Sports Directorate are aware of, and equipped to deliver, the financial governance and control requirements surrounding public expenditure.

Internal Audit

- Ensure that adequate arrangements are in place for the provision of a value-added internal audit service.
- Oversee the operational performance of the organisation's Internal Audit provider, or in-house resource as appropriate, to ensure that the Internal Audit Plan agreed with the Audit and Risk Assurance Committee (ARAC) for each financial year can be delivered to the required standard.
- Ensure that all recommendations for management action arising from Internal Audits are implemented timely, and progress reported through to management, ELT and ARAC as appropriate.

Risk Management

- Ensure that an effective risk management framework is implemented across the organization in line with HM Treasury guidance (Orange Book), to include risk management policy, risk appetite and risk operating framework.
- Ensure that an effective and timely Risk Management reporting and Assurance process is in place.
- Ensure that appropriate, tailored risk management guidance and training is provided to all staff.
- Support the Chief Operating Officer and the Chief Executive, as Accounting Officer, to ensure the effective operation of the Audit and Risk Assurance Committee (ARAC), including liaison with the Chair to ensure the functions of the committee are delivered.
- Oversee the timely preparation of the Bi-Annual Assurance Statement (BIAS) for submission to the organisation's sponsor department by the CEO / Accounting Officer.