



Rehabilitation and
Retraining Trust

Candidate Information Booklet

Police Rehabilitation and Retraining Trust

1 x Finance Manager, Part-time

22 – 25 hours per week

Permanent

NJC Scale PO2

£30,785 – £33,437 per annum (pro rata)

Pay scales are currently under review

Completed application and monitoring forms must be returned no later than **12 noon** on **Monday 9th December 2019** to applications@prrt.org or via post marked private and confidential to the following address:
HR Administrator, PRRT, Maryfield Complex, 100 Belfast Road,
Holywood, Co Down, BT18 9QY.

Foreword

Thank you for your interest in the position of Finance Manager (Part-time) at the Police Rehabilitation and Retraining Trust. The position is advertised on a permanent basis.

Included in this information pack is the job description and personal specification for the post of Finance Manager (part-time) as well as further information about PRRT. You are advised to pay attention to the Personnel specification and to demonstrate in your application how you meet the essential and desirable criteria for the position (please note that all applications must be made via the application form and CVs will not be considered).

If you have any further queries regarding the post, please do not hesitate to contact us at recruitment@prrt.org or on 028 90427788.

Best wishes in your application.

Claire Murray
Human Resources Manager

Information about PRRT

Who we are

PRRT is an Executive Non Departmental Public Body fully funded by the Department of Justice (DoJ).

What we do

The Police Rehabilitation and Retraining Trust was established in 1999 to enable members and former members of the Police Service to achieve and sustain a successful transition into civilian life. To achieve this, PRRT assists its clients to recognise their potential, identify opportunities, set and achieve their objectives and enjoy optimum mental and physical wellbeing beyond policing.

We enable clients to achieve their goals by providing the following services:

- Personal Development, Coaching and Training service
- Physiotherapy
- Psychological Therapies

The Trust also provides services (whether directly or on a sub-contract basis) to non-police bodies within, or funded by, the Department of Justice for Northern Ireland.

We support police officers planning to retire from service, or those who have already retired from the Police Service of Northern Ireland (PSNI) or Royal Ulster Constabulary (RUC). We will offer support to partners and immediate family members of eligible clients, in specific circumstances. In addition, our Psychological Therapies department provides a children and young people's service to children of retired police officers.

Our services are also open on a self-funding basis to the following groups:

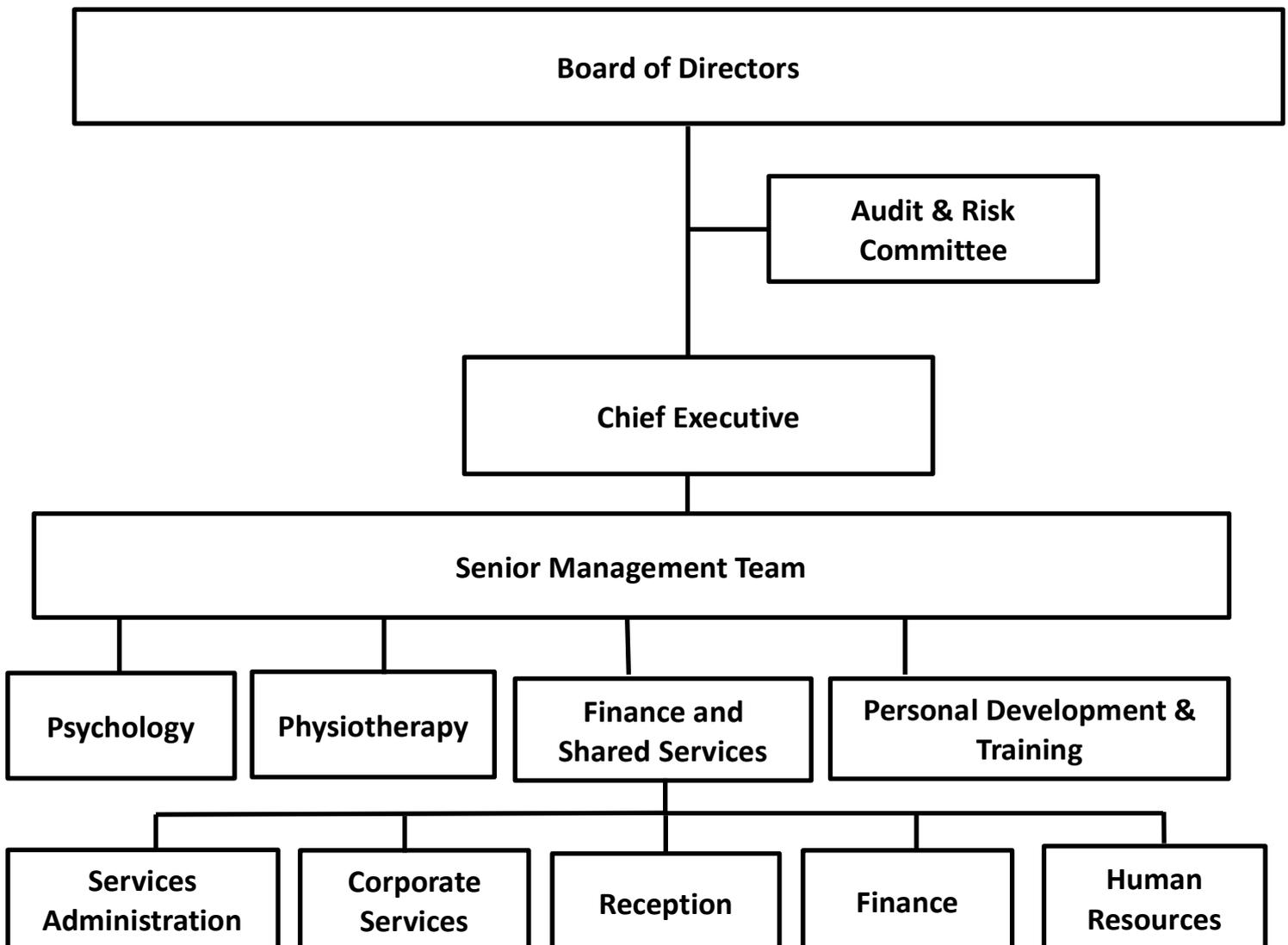
- Police staff
- Immediate family members of serving or retired police officers
- Part Time Reserve Officers
- Serving or retired officers who do not meet the eligibility criteria.

Our Board and Senior Management Team

Our Board is responsible for the control and strategic direction of PRRT. The Chief Executive is accountable to the Board of Directors, and manages the services with a dedicated Senior Management Team accountable to him.

The senior management team is comprised of the Head of Psychological Therapies, Head of Physiotherapy, Head of Personal Development & Training, with responsibility for driving quality initiatives, and Head of Finance and Shared Services.

Organisation Structure:



Information about the Finance Manager (Part time) Role



ROLE PROFILE

Title: Finance Manager – Part Time, Permanent NJC – P02, £30,785- £33,437 (under review) (22 – 25 hours per week)		
Reports to: Head of Finance and Shared Services	Location: Maryfield Complex, Belfast Road, Holywood	Responsible for: Finance
Role Purpose: The Finance Manager is responsible for ensuring that designated financial transactions and functions of the Trust are produced in accordance with accepted standards and timeframes.		

<p>Key responsibilities:</p> <ul style="list-style-type: none"> • To work closely with the Head of Finance and Shared Services contributing to the development of strategy and related policy, budgetary controls and business planning to ensure the financial stability and limit financial risks of the Trust. • Specific responsibility for the development, writing, implementation and training of all policies and systems in relation to the Finance function. • To review and align policies, where appropriate, with the sponsor department and guidance from other relevant bodies. • To liaise with the sponsor department in relation to relevant AQs / requests for information. • To provide qualified accounting support to the Head of Finance and Shared Services to deliver a seamless Finance function. • To ensure the highest levels of data integrity and security in relation to all manual and electronic information retained within the Finance function. • To support the relevant administration staff across departments in the provision of assistance to the finance function. 	<p>Core accountabilities:</p> <ul style="list-style-type: none"> • Preparation of monthly accounts for review and issuance to senior management and board with commentary on variances on actual versus budget within deadlines • Preparation and submission of in month and month end reports to Sponsor Branch detailing monthly results, variance analysis and cash drawdowns to ensure sufficient funds in the bank account • Preparation of annual year end accounts and annual report for external audit, • Preparation of annual budgets and in year budget reviews. • Preparation Corporate Tax Returns and other tax related returns as required. • Provision of ad hoc reports as required by the business and requested by the Head of Finance and Shared Services. • Authorisation and management of processing all accounts payable and invoicing including preparing cheques and electronic transfers for payment. • Manage aged debtors to ensure effective credit control in line with internal credit terms. • Authorisation of and management of payroll processing and payments and associated year end reporting, RTI submissions with HMRC and Pensions. • Preparation of procurement tenders and form part of procurement panels for review of tenders as required • Identify cost saving reductions and implement appropriate strategies to ensure value for money
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<ul style="list-style-type: none"> • To liaise with the departmental Managers and Senior Managers on compliance with finance procedures to support finance administration. • Develop external relationships with appropriate contacts, e.g. auditors, solicitors, bankers and statutory organisations such as Sponsor Branch, HMRC and Pension Provider and act as key contact. • To support organisational decision making through the provision of timely and accurate reports to senior management and provide relevant interpretation of that financial information. • Monitor and review cash flows and ensure appropriate levels of cash are available to satisfy payments as they arise • Manage finance staff to include conducting staff appraisals, return to work interviews and staff recruitment exercises as required • To be aware of and understand PRRT's obligations in respect of the discharge of the section 75 statutory duties. • Take responsibility for the implementation of relevant actions identified in PRRT's Equality Scheme and disability Action Plan • Take responsibility for aspects of the General Data Protection Regulations (GDPR) which apply to the Finance Dept. 	<ul style="list-style-type: none"> • Provide support and guidance to administration staff on finance related administrative duties in relation to finance function. • Manage ad hoc finance related matters that occur and respond to emerging situations. • Provide training to staff and new employees on finance policies as required • Form part of staff recruitment and interview panels as required • Deputise for the Head of Finance and Shared Services in relation to financial matters. • To ensure all requirements in regard to Data protection\GDPR policies and procedures are followed i.e. up to date data, retention and disposal of records etc. • Undertake such additional duties, project work and financial analysis as may be reasonably delegated and required in the Trust.
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PERSONNEL SPECIFICATION

Essential Criteria:

- Fully qualified Accountant - having gained a professional qualification with a CCAB recognised accountancy body (and/or CIMA) **AND** with a minimum of two years post qualification experience working in a finance role.
AND
- Day to day working knowledge and experience of using computerised accounting software including payroll software.
- Excellent project management and organisational skills
- Experience of preparing year end annual accounts and monthly accounts
- Experience of preparing annual and quarterly budgets
- Experience of analysing and interpreting financial information
- Excellent communication and interpersonal skills
- Experience of applying appropriate IT processes to support financial analysis and decision making.
- Excellent attention to detail, demonstrated by a high level of error free work.
- Ability to work independently with limited instructions and within deadlines
- Cooperative and willing to accept additional responsibilities.

Desirable criteria:

- Ability to use Sage 200 or Sage Line 50
- Ability to use Sage Payroll
- Preparation of accounts in compliance with Government Financial Reporting Manual (FRM)

The Selection Process

- Appointments to PRRT are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Making your application

- The application form is designed to ensure that applicants provide the necessary information to determine how they meet the criteria detailed in the personal specification.
- All applications must be made via the standard application form. CVs and late applications will not be accepted.
- The shortlisting panel will base shortlisting decisions on the information contained within the Essential Criteria narrative sections of the application form, however Desirable Criteria may be used.

Interviews

- It is anticipated that interviews for the post will take place during January 2020.
- PRRT utilises competence based interviews. The role profile and personnel specification detailed above describes what people need to do to be effective in post. Competence is about what people actually do and how an individual applies or demonstrates the knowledge and skills whilst carrying out tasks.
- The selection panel will design questions to test the applicant's knowledge and experience. The role profile and personnel specification detailed above will be used as the basis for the interview questions.

Communication regarding this recruitment competition

We will issue electronically as many competition communications as possible, you should therefore check your email account to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

Disability Requirements

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further please contact recruitment@prrt.org or on 028 904227788 or text relay: 18001 028 90427788.

Further Important Information relating to this Post

- **Security Clearance** - Where a position is offered, it will be offered subject to security clearance level 2, Non Police Personnel (NPP) and CTC clearance being confirmed via PSNI. Any offer will be retracted where security clearance has not been successful. A start date in post will only be confirmed upon receipt of security clearance.

- There is a probationary period of six months.
- Should further positions in PRRT be identified which are similar to that outlined in the role profile above, a reserve list will be created of candidates who meet the required standard(s) against the interview criteria and who have acquired the necessary pass mark. Should any further vacancies arise, the highest scoring applicant on the reserve list would be allocated to the vacancy. The reserve list will be valid for one year from the date of interview.

Additional Benefits of working for PRRT

- 25 days annual leave (rising to a maximum of 30 days depending on length of service), 11 days customary/public holidays and 2 discretionary days leave (pro rata for part-time staff)
- Healthcare scheme
- Northern Ireland Civil Service Sports Association membership
- A qualifying workplace pension scheme is available into which the Trust makes an employer contribution of 6% of salary
- Use of the Physiotherapy gymnasium at designated times.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS IS MONDAY 9TH DECEMBER 2019
AT 12 NOON**

**PRRT is an Equal Opportunities Employer and we welcome applications from all
suitably qualified persons**