

## **DEPUTY PRINCIPAL ACCOUNTANT**

The qualifications required for the Deputy Principal (DP) grade are to have successfully completed the final professional examinations and be a full, current member of one of the following bodies detailed below:

- 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 and Accountancy; or
- The Institute of Certified Public Accounts in Ireland.

Agency staff with other formal accountancy qualifications considered (by the recruitment agency and accepted by the NICS Business Area) to be of an equivalent standard\*\* to those stated above will also be considered for assignment.

### **Main Duties and Responsibilities**

While the precise duties and responsibilities of individual posts will vary, posts may involve varying degrees of the following activities:

- The provision of high quality, reliable, accurate and timely financial information to others, both in departments and externally;
- Assisting with the financial planning processes of government departments and agencies;
- Ensuring the principles of resource accounting and budgeting are embedded within the department's financial and management systems and accounts;
- The preparation of departmental Annual Report and Accounts and the preparation of consolidation packs to facilitate Whole of Government Accounts;
- The development and implementation of financial systems to support financial management and reporting processes;
- Provision of advice, guidance and direction on the implications of resource accounting and budgeting for the management of budgets, the in-year monitoring of expenditure, and the preparation of Estimates and Accounts
- Developing management accounting and financial performance reporting for departments;

- Establishing and maintaining close and effective working relationships with a broad range of other organisations including, as appropriate, other government departments and agencies, departments' internal audit function, other public-sector bodies and the Northern Ireland Audit Office;
- Maintaining an up to date and comprehensive understanding of current public expenditure planning, monitoring, control and accountability systems;
- Leading, managing and motivating teams of staff who often need to work to tight deadlines, and on tasks where high-quality information and guidance needs to be produced;
- Review and assessment of business cases and investment appraisal;

Managing the resources of your own section; and

- Audit/specialist review/internal control and in the case of NIAO, delivering quality audit work across a range of audited bodies.

The foregoing is not an exhaustive list of duties. Access to a form of transport which will permit the requirements of the post to be met in full may be required.

**Eligibility Criteria:**

Temporary Work-Seeker must have:

- 1) successfully passed the professional examinations and be a full, current member of one of the bodies listed above:
- 2) at least a total of 2 years post qualification\* experience, gained within the last 5 years in any one of, or combination of, the following categories:
  - financial planning and budgeting;
  - financial accounting/auditing;
  - management accounting and cost analysis;
  - investment finance;
  - treasury management; and/or
  - development/implementation of financial systems.

\*Post qualification experience will be deemed to have commenced from the date on which the Temporary Work-Seeker was admitted to full membership of one of the professional bodies referred to at 1, having fully satisfied all the criteria for membership.

