

Job Description

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| Job Title: | Administration & Finance Officer |
| Location: | Regenerate Building, Rectory Park, Portadown |
| Hours: | 16 hrs per week (Due to the nature of work, evenings and/or weekend hours may be required) |
| Salary: | £9,613 per annum |
| Responsible to: | Project Co-ordinator |
| Contract Period: | 12 months – post ends 31 st March 2018 |
| Leave entitlement: | 9 days per annum – plus statutory leave days |

Job purpose:

This job exists to support the administration and financial aspects of Regenerates programme “Community Connections” and subsequent projects; and support the Project Co-ordinator.

Key Responsibilities of the role:

Administration

- To develop appropriate administrative systems and provide high quality administrative support to ensure that the resources available are used efficiently and effectively
- To arrange layout of rooms for all activities, and organise hospitality for meetings
- To prepare minutes, management accounts and other supporting documentation as required
- To organise and maintain filing systems – electronically and manually
- To prepare and maintain all Regenerate records
- To process and record telephone calls and posts
- To seek quotations and ensure that procurement guidelines are adhered to at all times
- To assist the team in preparing recruitment forms, attendance forms and programme materials
- To ensure all reports are completed, expense forms and invoices are paid in a timely manner

- To receive and record fees / documentation made by training providers / tutors
- To prepare agendas, minutes and other related documentation for meetings including the Advisory / Steering Committee to be set up as part of this programme
- To assist in the preparation of promotional materials
- To organise trainings, seminars, workshops, conferences and gatherings/events as requested
- To maintain the reception area, with a particular regard to cleanliness, tidiness and safety
- To operate and maintain Health and Safety at Work procedures
- To carry out any other reasonable requests or activities deemed appropriate

Finance

- To establish/maintain the necessary financial systems, manage and monitor spend and complete monthly quarterly, annual and other required returns
- To maintain computerised and manual financial records and ledgers, and other financial information required by the programme
- To liaise and work with Supporting Communities who complete Regenerates PAYE system
- To work closely with other Regenerate staff, and committee to ensure the Regenerates financial guidelines are followed
- To maintain and prepare records and the documents required for the release of monies from the funder and to liaise the Project Co-ordinator and Treasurer to submit claims regularly to ensure cash-flow is maintained
- To work closely with the Treasurer to prepare finance reports, prepare annual accounts and write up financial reports related to the work of Regenerate

This Job Description is not intended to comprehensively list the responsibilities of the post but to indicate the main areas which at this stage appear to be the essential requirements for the post of Administration & Finance Officer.

Personnel Specification

Essential Criteria

- GCSE (or equivalent) in English and Maths, Grade C or above
- Minimum of 2 years' experience in finance and administration
- Excellent IT skills with a working knowledge of Microsoft Office, including Word, Powerpoint and Excel
- Good organisational and presentational skills
- Excellent written and verbal communication skills
- Ability to work unsupervised, prioritise workloads and work on own initiative
- Book-keeping skills
- Familiar with the use of websites, social media i.e. Facebook, Twitter etc.