

JOB DESCRIPTION

JOB TITLE:	Financial & Administration Officer
BASED:	171 Sunbeam Terrace, Bishop Street, Derry
REPORTS TO:	Cúnamh Co-ordinator
ACCOUNTABLE TO:	Cúnamh Board of Directors
HOURS OF DUTY:	37.5 Hrs. per week (some evening/weekend work maybe required)
RATE OF PAY:	£20,138 (NJC Pay Scale 4:21) with Pension scheme available
DURATION:	10 th April 2017 – 27 th March 2020 (36 Months)

The Project

Cúnamh was established in 1997 as a community led mental health organisation. Its underpinning rationale was that the peace building process needed to cater for the emotional and psychological impact which the conflict had upon victims and survivor's wellbeing. Cúnamh aspires to a community and society whose health, mental health and wellbeing thrives through access to personal and community development opportunities.

Main Purpose of Role

Using your experience in a range of financial responsibilities, such as transactions, reconciling accounts, preparing data and financial reports, you will ensure operational efficiency of the project and office for both staff and client's alike. The post requires the individual to be self motivated, confident and competent in written and oral communication skills and to be an effective organiser. The nature of the work requires that a high degree of confidentiality is maintained at all times. The postholder will be expected to demonstrate initiative and discretion whilst carrying out duties.

DUTIES:

Financial:

- Adhering to strict financial and funding requirements you will be responsible for monitoring of all project expenditure. To manage and co-ordinate the financial activities for the project to include the preparation of management accounts, budget variance analysis, financial returns to funders, projections and financial reporting to the management and Board of Directors as required.
- Prepare office payroll and process details through the electronic payroll system on a weekly and monthly basis.

Administrative:

- Maintain office services by organising office operations and procedures; controlling correspondence; designing filing systems; reviewing supply requisitions; assigning and monitoring clerical functions.
- Maintain office efficiency by planning and implementing office systems and layouts.
- Be responsible for all office and client administrative duties including dealing with telephone calls, programme related administration, correspondence and client appointments.
- Be responsible for maintaining an accurate petty cash income and expenditure account.
- Oversee and update the computerised monitoring system with client and practitioner details and ensuring that all details are recorded accurately and are maintained at the highest level of confidentiality.
- Keep accurate records of client referrals and waiting lists and ensuring that strict procedures are maintained in terms of waiting times following assessment.
- Liaise with both management and counselling staff on a weekly basis to ensure that counselling and therapy staff are kept updated and that excellent communication links are maintained in terms of all Cúnamh clients.
- Complete operational requirements by scheduling appointment with clients on behalf of the counselling and therapy staff.
- Prepare agenda, minutes and papers for meetings; this will also involve acting as secretary to the meetings and identifying and initiating any actions arising from each of the meetings
- Ensure the smooth running of the office at all times and ensuring that the office is covered efficiently and effectively during annual leave periods.
- Draft reports, letters and documents for management as and when required
- Maintain all staff annual leave and time in Lieu records in accordance with office policy.
- Assist with the marketing and promotion of Cúnamh and its related services
- Contribute to a team effort by accomplishing related results as needed.

Facilitation

- Act as a reference point for external enquiries relating to organisation programmes and services
- Represent Cunamh at networking or public events

This job description will be subject to review in light of changing circumstances and may include any other duties and responsibilities as may be determined in consultation with the postholder. It is not intended to be rigid and inflexible, but should be regarded as providing guidelines within which the individual works. In accordance with Cúnamh Equality Scheme, the postholder must ensure that equality and human rights issues are addressed within his/her area of responsibility. Cúnamh operates policies on smoking and alcohol within the workplace.

JOB SPECIFICATION

Person Specification

Essential Criteria

Qualifications

- Third Level relevant Qualification

Experience

- At least five years experience working in a busy office environment
- Financial experience of government /EU Peace funding
- Management of company budgets including long term financial planning
- A working knowledge and experience of using Microsoft Office Professional and other windows based applications
- A working knowledge and experience of using client management systems and other database applications
- Experience of working or volunteering within a Community/Voluntary organisation

Skills

- Ability to work in a team and to work on own initiative
- Ability to use e-mail, Internet databases, financial software packages
- Ability to communicate clearly both orally and in writing including the ability to relay information clearly and accurately
- Good administration skills including the ability to maintain and update records and filing

General

- A willingness to work away from the office base and to work unsocial hours if necessary
- The post holder will have access to confidential material and must be able to maintain confidentiality
- Be willing to undertake any training for the job considered appropriate by the Project Co-ordinator and the Board
- To be confident in manner and prepared to represent the project publically

Desirable Criteria

- An understanding of the Victims/Survivors Sector
- Experience of working with community funding regulations and requirements
- Payroll & Computerised Accounts
- Driving Licence and access to Transport

Full C.V.s should be sent to cathy@cunamh.org

Closing Date: Friday 7th April 2017 @ 5.00pm
Interviews will be held on Tuesday 11th April 2017

For further information contact Cathy at 02871 288868 or email cathy@cunamh.org