



## **CHARTER for Northern Ireland**

### **JOB DESCRIPTION**

**Job Title:** Finance & Administration Officer

**Duration:** 30th June 2019 (6 month probation period).

**Hours:** 20 Hrs per week

**Salary:** £12,700 per annum

**Responsible to:** **Charter NI Operations Manager**

**Location:** 352 Newtownards Road, Belfast. BT4 1AD

#### **Key Function:**

To support the financial management and administration of the Employment East Programme

#### **Job Scope:**

- To maintain financial information and systems and assist in the preparation of management accounts and budgets
- To ensure that costs are authorised and assigned to correct budget lines
- To ensure that banks accounts are reconciled and are calculated on a monthly basis.
- To assist in preparing financial returns to the Executive Office for the Employment East Programme.
- To prepare payments, ensuring that all expenditure has been properly incurred, that adequate documentation is in place, and that payments are sent out in a timely manner.
- To liaise with partner organisation GEMS NI (SDO) ensuring adherence to service level agreement conditions with reference to monitoring reports and claims.
- To prepare detailed periodic financial reports and statistical information for the project manager and the Executive Office.
- To minute and administrate monthly meetings in partnership with the project manager.

- To maintain a fixed register.
- To undertake such other reasonable duties as may be required from time to time.

## **PERSONAL SPECIFICATION**

### **Essential Criteria:**

- Min. 2years experience, gained in the last 5 years, of **Financial administration**, including bank reconciliations and cash flows.
- Min. 1years experience, gained in the last 5 years, of working with grant funding.
- Experience in collating monthly or quarterly returns for grant funders
- GCSE (or equivalent) in English & Maths, Grade C or above.
- Excellent IT skills with a working knowledge of Microsoft Office, including Word, Powerpoint & Excel.
- Excellent written and verbal communication skills
- Experience in minute taking and accurate recording of verbal information.
- Time Management & be able to prioritise a busy workload

### **Desirable Criteria:**

- Experience of working in the voluntary or community sector
- Report writing skills
- Ability to work on own initiative or as part of a team
- Experience of producing publicity materials
- Good administration and organisational skills including ability to prioritise workloads and work to strict deadlines.

