

**Our Vision, Mission & Values**

**Vision**

Our vision is of a diverse, vibrant and flourishing neighbourhood where people feel secure, confident and positive about their future.

**Mission**

Forthspring is an inclusive and innovative organisation based in a shared space at the Springfield/Woodvale interface in Belfast. We seek to enhance life opportunities and to enable sustained relationships through a varied range of development programmes and activities.

**Values**

The following values underpin our work

**Proactivity**

We actively seek out opportunities to make a positive impact in our work and on the lives of those we work with.

**Honesty**

We maintain the highest integrity in all our dealings with individuals, groups and organisations.

**Creativity**

We strive to inspire through innovation and creativity, together with excellence and quality in our practice.

**Equality and diversity**

We welcome all of our stakeholders and support them to feel secure, respected, heard and valued.

**Partnership**

We promote partnership, team working and community engagement to advance the wellbeing of the people we serve.

**Peace-building**

We work with others to foster a durable peace, to prevent the recurrence of violence by supporting local people in addressing the root causes and effects of conflict, and to promote good relations.

**Environmental responsibility**

We acknowledge our interdependence with the natural world and our roles and responsibilities as stewards of the environment.

**Social justice**

We actively promote a community development approach that supports the empowerment of people to make change happen.

**Benefits of working at Forthspring**

* Flexible working hours
* Contributory pension scheme
* Generous annual leave
* Staff training and development opportunities
* Varied and interesting role
* Free staff parking
* Free tea and coffee

**Job details**

**Job title:** Finance administrator

**Funding:** Community Relations Council (subject to continuation of funding)

“The post is supported by the Core Funding Programme of the Community Relations Council”

**Responsible to:** Project Director

**Hours of employment:** 25 hours per week

**Salary:** £21,748.00 pro rata for 25 hours

**Holidays:** 25 days per annum

**Essential Criteria:**

1. **A financial qualification and 1 year’s relevant experience in a similar position OR 3 years minimum in a similar position**
2. **Knowledge and experience of payroll and accounting systems, for example IRIS and Sage 50**
3. **Experience of purchase ledger and sales ledger work**
4. **Good oral and written communication skills**

**Desirable Criteria:**

* **Experience of working in the voluntary and community sector**

**Main duties**

* Updating and maintaining the payroll system and monthly payroll processing
* Handling all payroll queries
* Processing statutory payments including SSP, SMP & SSP
* Processing staff mileage and expenses
* Process staff pension
* Payroll reconciliations
* File annual payroll with HMRC
* Liaise with HMRC were appropriate
* Preparation of year end accounts and working with auditor/accountant
* Prepare monthly Management Accounts for all contracts
* Preparation of all finance documents required for monthly meetings
* Take minutes of each finance meeting
* Cash flow reporting
* Generating invoices on SAGE accounts
* Recording and management of debtors
* To prepare purchase orders and match them to purchase invoice
* Coding and processing of supplier invoices
* Dealing with supplier queries
* To record and process all supplier’s invoices using correct coding
* To administer the authorisation of expenditure by relevant managers, ensuring that expenditure authorisation and payment procedures are fully adhered to at all times.
* To track all invoices received by the charity, ensure timely payment with the appropriate authorisation
* Processing and reconciling bank accounts
* Processing and reconciling credit card accounts
* Processing and reconciling petty cash accounts
* Prepare finance returns to funders
* Assisting with quarterly processes

**Personal qualities**

* Excellent numerical skills and a meticulous eye for detail
* Excellent telephone manner and strong interpersonal skills
* Ability to work as part of a team and on own initiative
* Ability to prioritise own workload
* Ability to work under pressure and meet tight deadlines
* The ability to function in a multi-task environment, whilst meeting required time scales
* Ability to plan and prioritise workload of self and good time management skills
* Good interpersonal and team working skills with a flexible and adaptable attitude to work
* Able to be a self-starter with the ability to use initiative
* The ability to accept direction and supervision
* The ability to maintain a comprehensive and up to date written record of work undertaken
* To have the commitment to undertake relevant training
* Good time keeping skills
* To represent the agency in a professional manner

**Closing date for applications: Friday 30th October @ 12 noon.**