

Thrive Ireland

Job Description

Job Title

Administration and Finance Support Officer

Responsible to

The Director

Location

241 Newtownards Road, Belfast BT4 1AF or from home

Hours

Initially 8 hours per week for a 6 month period (Monday to Friday flexible)

Salary £9.16 per hour

Purpose

To provide clerical, administrative and financial support to the organization.

General Administration

- Opening and recording of content of all incoming and outgoing mail.
- Collation of reports/papers/documents for electronic and postal mailing to Board members prior to meetings. Collation and organisation of AGM papers.
- Recording minutes at Board meetings.
- Collation of electronic newsletter.
- Electronic/postal mailing of mailshots to supporters.
- Organising travel for global trips.
- Organising and booking conference venues, catering etc.
- Under the guidance of the Director, assume responsibility for the general filing of office and finance documents and the management of the archiving of both computer and hard copy files.
- Ordering any office materials as required.
- Maintenance of Thrive Ireland's website including uploading of information
- Completing webfiling for Companies House.
- Any other duties as directed by the Director.

Finance

- Raise invoices for consultancy
- Credit control for incoming invoices
- Receive, record, receipt all incoming money, lodgements

- Under the guidance of the Director enter accurate financial data into finance software, including income and expenditure, Direct Debits, Standing Orders and online BACs payments
- Process annual gift aid claims and submit annual Gift Aid claim using the appropriate software.
- Filing of invoices/standing orders. Receipts, bank statements, finance related correspondence.

THIS JOB DESCRIPTION IS NOT MEANT TO BE DEFINITIVE AND IS OPEN TO MODIFICATION TO MEET CHANGING NEEDS

Person Specification

Attribute/Skill	Essential	Desirable	Weighting
Education/Qualifications	<p>1 – 2 years experience of working for a community or charitable organization in an administrative capacity.</p> <p>Minimum of 4 GCSE's (or equivalent) at Grade C or above to include English Language and Mathematics.</p> <p>Proven computer literacy with a sound working knowledge of Microsoft applications including Word/Excel/Publisher/Outlook</p> <p>Proven Numeracy Skills</p>	<p>Relevant finance related qualification.</p> <p>Relevant computer related qualification eg. ECDL / RSA</p> <p>Experience of travel/ event management</p> <p>Previous experience in use of finance related software. Eg Sage/Quickbooks</p> <p>Experience of uploading information to websites using Joomla and/or Wordpress</p>	
Proven abilities	<p>Strong IT skills MS Office</p> <p>Experience of data base management</p> <p>Experience of book-keeping/using finance software package.</p>		
Skills/Abilities	<p>-Strong organisational skills</p> <p>-excellent attention to detail</p> <p>-the ability to work on your own initiative and meet deadlines.</p> <p>-the ability to accept and understand instructions.</p> <p>-Oral and written communication skills</p>	<p>Possess a full valid driving licence.</p>	

	<ul style="list-style-type: none"> -tact, discretion, and respect for confidentiality. -good team player -reliability and honesty 		
Personal Qualities	<ul style="list-style-type: none"> - Good team player, but able to work on own initiative -Willingness and ability to work unsocial hours -Able to maintain confidentiality -relates well to people - understands and has experience of the Christian faith sector 		