



13-14 Keady Way

Limavady

Co Derry

BT49 0AU

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ADMINISTRATIVE OFFICER Job Description

Job Title: **FINANCIAL AND ADMINISTRATIVE OFFICER**
(Fixed Term Contract until March 2025 (subject to funding))

Responsible to: Roe Valley Residents Association (RVRA) Project Co-ordinator

Location: **Roe Valley Residents Association, 13 -14 Keady Way, Limavady Co Londonderry BT49 0AU**

Main Responsibilities

- Working in cooperation with the Project Co-ordinator, Project Leads and other staff within the organisation.
- Support the development, implementing and evaluation of financial processes, systems and procedures to achieve annual goals, objectives and work standards.
- Prepare comprehensive financial statements including regular and detailed cash flow projections.
- Utilise accounting system functionality, prepare and post adjusting and recurring journal entries and update general ledger accounts for monthly revenue and expenditure transactions;
- Participate in preparing and presenting quarterly periodic financial reports
- Work in partnership with the Project Co-ordinator in preparing and presenting information updates to the organisation's Board of Directors.
- Maintain an effective and robust Procurement system
- Carry out and/or supervise utility billing processes, payment processing and collections;
- Carry out and/or supervise cash receipt and control of other types of remittances;
- Support the management of the internal and external audit of the accounting records, financial statements, and special funds
- Establish and maintain internal control procedures and ensure that accounting standards are met.
- Support the implementation of an Impact Measurement tool, for the whole organisation. Ensure individual user data is captured, which can then be forwarded to funders.
- Adhere to GDPR Regulations
- Responsibility for keeping appropriate Administration and Archiving systems in collaboration with the Project Co-ordinator and Board of Directors.
- Undertake relevant training as required in performance of the role.
- Work to strict deadlines and be available to work outside normal office hours as required.
- Undertake other duties as shall be reasonably required from time to time.

Administrator

PERSONNEL SPECIFICATION

	Essential	Desirable
Attainments/ Education	<ul style="list-style-type: none"> At least 5 GCSEs including Maths and English (Grade A-C) OR equivalent A relevant IT Qualification to include experience of using Microsoft Office. 	
Experience	<ul style="list-style-type: none"> At least 3 years' experience in Administration. Experience of managing budgets and compliance with funders requirements. 	<ul style="list-style-type: none"> 2 years demonstrable experience in a paid community capacity Experience of cross community, community relations and good relations work
Skills	<ul style="list-style-type: none"> Good written and oral communication skills Ability to work as part of a team An ability to work in a target driven environment Ability to maintain confidentiality Computer literate (use of Microsoft Word, Excel, Publisher and Outlook) 	
Disposition	<ul style="list-style-type: none"> Well presented & inspires confidence Possess good organisational and project management skills Self- management, ability to work on own initiative A commitment to the development of young people in the community. 	
Knowledge & Values	<ul style="list-style-type: none"> Current issues that affect young people living within disadvantaged communities. Of working to current standards of best practice in relation to child protection and confidentiality. 	<ul style="list-style-type: none"> Working knowledge of the Limavady Area
Circumstances	<ul style="list-style-type: none"> Flexible approach to working hours 	

Note: Roe Valley Residents Association reserve the right to amend criteria if required to do so.

JOB DETAILS

Reports to	RVRA PROJECT CO-ORDINATOR
Responsible to	RVRA Management Board
Salary	£20319 per annum (pro rata)
Hours of Work	Part time (18 hours per week), at times this role will require flexible working hours to meet the needs of the organisation, including evenings / weekends.
Holidays	25 days plus 12 statutory holidays per year (pro rata)
Pension	In line with the Pensions Act 2008, under auto-enrolment, Roe Valley Residents Association operates a pension scheme to which employers contribute. Full details are available upon appointment.
Probation	You will be required to serve a probationary period between 3-6 calendar months.
Duration of Employment	<p>This is a fixed term contract until 31 March 2024 with possible extension to 31 March 2025 subject to funding.</p> <p>This post is funded under Department for Communities Neighbourhood Renewal Programme.</p>