

Aisling
centre
Hope Healing Growth

Finance/Business Support Officer

(Ref 03 -2025/26)

Aisling Centre

37, Darling Street, Enniskillen, Co Fermanagh, BT74 7DP

CANDIDATE INFORMATION PACK

April 2025

May 2025

Dear Applicant

Re: Information for Applicants

Thank you for your interest in the work of Aisling Centre.

Established in 1990 Aisling Centre is a dedicated and busy mental health charity which offers a free, confidential and professional counselling, psychotherapy and well-being service to local people dealing with difficult times in their lives.

Working in Aisling Centre is deeply rewarding. At Aisling Centre you will be an important part of a team that is helping to transform people's lives.

We are fortunate to have a dedicated team of hardworking staff, sessional workers and volunteers who work together to provide the necessary managerial and administration support and therapeutic services which makes Aisling Centre a safe space for our clients and a good place to work.

At Aisling Centre we are committed to providing the best service we can for the people who use our services. We are interested in working with people who are committed to excellence and best practice and who are willing to contribute and work as part of our dedicated team.

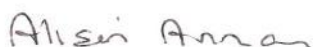
This Candidate Information Pack contains all the information you need to submit your application. You should read it carefully. It includes:

1. Role Description
2. Role Specification
3. General Terms and Conditions

For information on the work of Aisling Centre visit our website www.theaislingcentre.com.

We will look forward to receiving your application.

Yours faithfully



Alison Annan
Chairperson
Board of Directors

1 Role Description

Position: Finance/Business Support Officer
Reporting to: Service Director

Purpose of the job: To support the Service Director in the provision of a high quality and efficient financial and administrative support function to the Charity.

Financial Support

- To be responsible for the accurate and up to date recording of all financial transactions using XERO accounting software, to include sales ledger, purchase ledger, credit cards and bank lodgements and reconciliations in accordance with financial policies and procedures and relevant accounting standards. This will include:
 - cost centre/departmental accounting and reporting.
 - compliance with procurement and purchase authorisation procedures
 - follow up with aged debtors or outstanding funding/contract payments
 - maintenance of manual and electronic filing systems
- Assist in the preparation of monthly, quarterly and annual finance reports to support funding claims in a timely manner
- Assist in the preparation for annual year-end statutory audit
- Assist with projections/costings for funding applications and budgets
- Oversight of fundraising and donation income ensuring accurate record keeping and prompt lodgement of cash received
- Preparation and submission of Gift Aid claims
- To prepare payroll using BrightPay software, including processing and collating and filing of documentation, pension submissions and HMRC payments (currently 11 staff)

Business Support

- To provide admin support to the management team as required
- Assist the management team in the production of reports and other information as may be required
- To assist the business manager in the provision of facilities and ICT support
- Provide occasional back up to front of house services during periods of annual leave/absences

Develop and Maintain Effective Working Relationships

- To develop and maintain effective internal working relationships and contribute to the overall performance of the team
- To actively participate in team meetings
- To create, develop and maintain effective working relationships with suppliers, external agencies and other relevant stakeholders

Personal Development

- Attend line management meetings and engage in review processes
- To participate in training in accordance with Aisling Centre policy and requirements
- To evaluate own work and contribute to the evaluation of the overall effectiveness of the service

Maintain Service Quality

- To uphold and promote the core values and ethos of Aisling Centre in all aspects of your work
- To be familiar with and adhere to the policies and procedures of the charity
- To undertake any other relevant duties consistent with the position as may be required from time to time by the management team

NB - this job description is not exhaustive and will be subject to review from time to time to reflect continuous improvement and in line with the changing business needs of the organisation.

2 Role Specification

Applicant must be able to clearly demonstrate how they meet the criteria required for the post	Shortlisting For Essential	Evidenced At Interview	Desirable
Qualifications, Knowledge and Experience			
E1 A qualification in accounting/bookkeeping and 5 GCSE (or equivalent) to include English Language (minimum grade 'C' or equivalent) E2 and at least 1 year's full-time equivalent experience working within a finance/bookkeeping role OR E1 A 3 rd Level qualification plus GCSE Maths and English (minimum grade 'C' or equivalent) E2 and at least 3 year's full-time equivalent experience working within a finance/bookkeeping role	✓	✓	
E3 Experience in payroll processing and recording	✓	✓	
E4 Experience of providing effective administrative support to senior managers	✓	✓	
Evidence of further professional development and training			✓
Abilities and Skills			
E5 Proficient in the use of Microsoft packages (Word, Excel, Outlook, PowerPoint)	✓		
E6 Ability to analyse, interpret and report on data effectively	✓		
E7 Excellent organisational skills with strong attention to detail		✓	
E8 Effective team working skills		✓	
E9 Ability to organise, prioritise and meet challenging deadlines		✓	
Experience of using XERO or other accounting software			✓
Awareness and understanding of safeguarding issues			✓
Basic understanding of issues relating to mental ill health			✓
Aptitude and Commitment			
E10 Knowledge of the work of Aisling Centre and commitment to its values and aims		✓	
E11 Self-Motivated and willing to take responsibility		✓	
E12 Understanding of the need for discretion and confidentiality		✓	
Circumstances			
E13 Willingness to work flexibly on occasions (Time off in lieu will be available for any additional hours worked.)	✓	✓	

3 General Terms & Conditions

Job Title:	Finance/Business Support Officer
Responsible to:	Service Director
Location:	Aisling Centre, Enniskillen
Type of Contract:	2-Year Fixed Term Contract May be extended dependent on funding available
Hours of work:	Full-Time 37.5 hours per week
Salary:	£25,325.00 gross per annum

Benefits:

- Generous holiday entitlement of 22 days annually building to a maximum of 30 days (this is in addition to statutory days)
- Enhanced contributory pensions scheme
- Family friendly policies
- Health and Wellbeing Initiatives
- Induction process and line management support
- Training will be given in use of accounting software

Other Information:

- **Data Protection** - The data contained in your application form will only be used for the purpose of progressing this application for employment. We will not disclose its contents to a third party unless we believe it is lawful to do so.
 - The sensitive personal data on the attached monitoring form will only be used to comply with the requirements of statutory legislation.
 - We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than necessary.
 - This application form and any additional information you provide in support of your application will be held confidentially for a period of one year if you are unsuccessful.
 - If you are successful, it will be held during the period of your employment and after your contract has expired for as long as it is necessary to meet regulatory, funding or other legal requirements.
- **Possession of a Criminal Record** – with some exceptions having a criminal record does not necessarily debar an individual from working with Aisling Centre. This will depend on the nature of the position sought and the circumstances and background of the offence. If you have declared a criminal record, which we believe is relevant to the post we will discuss this with you after the selection process is complete but prior to making a conditional offer of employment if you are the successful candidate.

HOW TO APPLY:-

Please note the following important information about the application process

- Please complete the Application Form **in full** and return to Aisling Centre on or before the closing date (CV will not normally be accepted)
- You should return your application and monitoring form by email to: chairperson@theaislingcentre.com
- Incomplete or late applications will **NOT** be accepted
- All communications with applicants will be via email
- Shortlisting will be based on evidence provided in your application form which satisfactorily demonstrates how and to what extent you meet the criteria. The recruitment panel will not make assumptions
- The recruitment panel reserves the right to enhance the criteria as appropriate in the event of a large volume of applications

Closing date for receipt of completed applications – Tuesday 27th May

Anticipated Interview date Wednesday 17th June

NB: In the event that a candidate is invited to interview and is unable to attend the proposed date and time due to reasons beyond their control the panel may try to accommodate an alternative arrangement subject to their own availability but this is not guaranteed unless an adjustment is required in accordance with the Disability Discrimination Act 1995.

Please note:-

- Appointment is subject to:-
 - Receipt of satisfactory references
 - Verification of training/qualifications
 - Access NI check
 - Basic ID information P45/NI Number, passport etc
 - Induction process and probationary period

For further information:-

www.theaislingcentre.com – Tel: 028 66 325811 - info@theaislingcentre.com

Registered with the Charity Commission for NI: NIC101096

Registered Company NO: NI027011

Aisling Centre is an Equal Opportunities Employer

All applications for employment are considered strictly on the basis of merit



This position is funded by VSS