**Finance and HR Officer**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| **JOB TITLE:** | Finance and HR Officer |
| **SCALE:** | £28000 (FT, pro-rata for PT) |
| **RESPONSIBLE TO:** | Director |
| **DURATION:** | Permanent  |
| **LOCATION:** | Operational base in Belfast City Centre, but requests for flexible / hybrid working will be considered. |
| **HOURS OF WORK:** | 25hrs |

**ABOUT THE TURNAROUND PROJECT:**

***“Redefining the boundaries between the justice system and the wider community.”***

The Turnaround Project’s vision of a community where everyone has hope and opportunity. We work with society to enable people who have served sentences in prison or the community to turn around their futures.

Our approach seeks to address the factors and barriers that impact people on their journey away from the justice system. **Transitional training and employment** opportunities, before and after people complete their sentences, sits at the centre of what we do. Our transitional training and employment opportunities are provided within our social enterprises, established and run by the Turnaround Project, they provide real training and real jobs, in real enterprises. Transitional employment is different to conventional employment, with our enterprises providing a supportive environment that recognises the particular challenges faced by many of the people we support.

**ABOUT THE OPPORTUNITY**

Our Finance & HR Officer is an integral part of the organisation, working with colleagues and partners internally and externally, ensuring that Turnaround’s administrative capacity supports the important activities and services delivered for people leaving the justice system.

We need someone who views the essential administrative function of Turnaround as the key to unlocking positive experiences for the people we support, vital for our success as an organisation.

**ABOUT YOU:**

The position requires a swift problem solver, who can be adaptable and flexible to the challenges of a growing charity. If you are a person with a head for numbers, have excellent organisational and communication skills, who takes a diligent thorough and organised approach to work, then this role is made for you.

**Key Roles and Responsibilities**

1. Finance
	* Management of purchase and sales ledger for Turnaround and associated social enterprise(s) ensuring up to date and accurate book-keeping using QuickBooks.
	* Preparation of payroll records, ensuring payroll processes are run smoothly and accurately.
	* Maintain effective working relationships between Turnaround Finance and external accounting and payroll service providers, ensuring timely payment of VAT / PAYE.
	* Work with the Treasurer, Director and Head of Enterprise Operations to produce annual budgets.
	* Produce regular and timely financial reports to inform decision-making.
* Active management of funder / donor finances in line with reporting and budget requirements.
1. HR & General Administrative Duties
* Manage staff onboarding, record-keeping, attendance and leave via cloud-based HR management system.
* Contract management of external business services within remit (including outsourced IT provider).
* Oversight of memberships and registrations pertaining to charity governance.

**Person Specification – Finance & HR Officer**

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|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment**  |
| **Qualifications**  | * A minimum of two A-levels at grades A-C or equivalent (e.g. NVQ Level 3). Including an A-C in Mathematics

And* Finance-related training and/or equivalent professional qualification.
 | * Relevant degree applicable subject relevant to the post e.g. Mathematics, Accounting,
 | CV |
| **Experience** | * Demonstrable experience in bookkeeping and financial management, including the use of an accounting package such as Sage Cloud, Xero and/or QuickBooks.
* Knowledge of legislative (HMRC) requirements surrounding finance and payroll.
* Experience of financial management and budgeting.
* Experience of undertaking a range of clerical and administrative duties in a fast-paced environment.
 | * Experience of financial bookkeeping within a charity setting.
* Experience of working to satisfy audit requirements.
* Experience of funder and donor reporting.
* Experience of HR administration.
 | CV, Cover Letter, Interview |
| **Knowledge / Skills** | * Knowledge of budget monitoring and account reconciliation.
* Ability to organise own and others workload to ensure efficient and effective working practices.
* Ability to work on own initiative to improve systems, practices and processes.
* Ability to prioritise and manage competing demands, maintaining accurate records of work undertaken and outcomes achieved.
* Excellent Microsoft Office (Excel, Outlook, Word) skills.
 | * Knowledge of charity governance, particularly financial governance.
* Understanding the barriers, circumstances and factors that impact people from disadvantaged backgrounds or who have been in contact with the justice system.
* Ability to produce financial reports, charts and summarise statistics.
* Understanding of Safeguarding requirements and procedures.
 | Cover letter, Interview |
| **Behaviours****/Attributes** | * Excellent Communication skills both verbal and written.
* A positive commitment to continuous improvement.
* Flexible and adaptable approach to work.
* Calm, professional manner, committed to problem-solving.
 |  | Application Form/Interview |
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