

**ACCEPT Programme**

**Finance and Admin Officer**

**Job Description**

**Post:** Finance and Admin Officer

**Responsible to:** Finance Manager / ACCEPT Programme Manager

**Based at:** Northern Ireland Alternatives, Belfast

**Salary:** £27,344

**Pension:** 5% contribution

**Contract:** 4-year post – subject to funding

**Hours:** 40 hours per week

**Holidays:**  25 days per annum plus 12 public holidays

**Probationary Period:** 6 months

*The ACCEPT Programme (Achieving Community Cohesion through Engagement Participation & Trust) is a cross-community cross-border building positive relations partnership with Northern Ireland Alternatives (lead partner), Include Youth, Springboard and Beyond Skin. Key thematic areas of delivery include Restorative Practices; Youth Leadership; Transformational Leadership; Cultural Competence & Arts-based Good Relations.*

**JOB PURPOSE:**

The ACCEPT Finance Officer will assist the ACCEPT Programme Manager to deliver a comprehensive financial management service across the ACCEPT partnership including core partners and delivery partners, management, co-ordinators and ACCEPT staff, and other stakeholders as the lead partner finance contact.

The Finance and Admin Officer will play a crucial role in ensuring the transparent and effective financial management of the ACCEPT programme. You will be responsible for inputting claims onto JEMS, budget management of €2.9million, preparation of financial reports to core partners and SEUPB funders, working closely with the ACCEPT Programme Manager to ensure full financial compliance.

Working flexibly with all ACCEPT partners across the programme you will help ensure all Northern Ireland Alternatives and SEUPB guidelines are adhered to.

**KEY RESPONSIBILITIES:**

Responsible for the preparation of financial claims to funders. The role will involve verification and monitoring of partners’ claims onto a JEMS system:

* Collate and input Northern Ireland Alternatives claims
* Check and verify partner claims
* Ensure eligibility of all claims
* Ensure all ACCEPT claims are received on time and communicate any requirements for claims
* Create, develop and maintain accounting spreadsheets to monitor spend on all aspects of the project budget and provide regular reports to management.
* Maintain up to date payment records
* Manage and communicate budget fluctuations – reprofiling
* Upload all financial claims to the JEMS system on a timely basis
* Liaise with partners and supporting them to resolve queries
* Liaise with funders enquiries and collation and presentation of financial reports
* Ensure ACCEPT staff/partners are aware of and adhere to all SEUPB financial policies and procedures
* Participate in staff meetings and development sessions as required
* Assist with any other finance requirements

**GENERAL**

The key responsibilities above give a broad outline of the functions of the post. However, these duties must be approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the grade of the post as allocated by your line manager. Members of staff are expected to treat those with whom they come into contact in a courteous and respectful manner.

* + Staff are expected to demonstrate their commitment to Northern Ireland Alternatives by their regular attendance and the efficient completion of all tasks allocated to them
	+ Staff must take care of their own health and safety and that of people who may be affected by what they do (or do not do)
	+ Staff must co-operate with others on health and safety, and not interfere with, or misuse, anything provided for their health, safety or welfare
	+ Staff must follow the training they have received when using any work items their employer has given them
	+ Staff must follow Northern Ireland Alternatives policy and procedures as outlined in staff handbook
	+ The post holder will maintain high standards of personal accountability

This job description is not definitive and may be altered to meet the developing needs of the service

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**Person Specification**

**Qualifications**

* Qualified as an Accounting Technician (IATI or an equivalent level of qualification) or clearly demonstrate at least 5 years accounting/finance experience within a finance department
* GCSE English and Maths at Grade C or above or equivalent

**Experience**

* Minimum of three years financial experience with budget management
* Minimum of demonstrating 3 years’ experience of collating and presenting financial reports and finance admin experience
* Minimum of two years recent experience in a book-keeping/accounts role using Sage Accounting System

**Knowledge and Values**

* An understanding of/empathy with the voluntary sector.

**Skills**

* Excellent IT skills – Experience of using a variety of computer software, in particular Microsoft Word & Excel and database packages
* Ability to plan and prioritise workload of self and good time management skills
* High level of attention to detail and accuracy
* An ability to communicate effectively both verbally and in writing
* Good interpersonal and team working skills with a flexible and adaptable attitude to work
* An ability to work and stay on top of deadlines whilst working in a busy office
* Ability to problem solve and resolve queries

**DESIRABLE Experience**

* Experience of working on previous Peace funded programmes
* Experience of producing financial reports in a not-for-profit organisation
* Experience of producing financial reports to meet grant funder’s needs particularly European funded projects
* Experience of working in partnership with a consortium of organisations
* Experience of JEMS (PEACEPLUS)
* Experience of using Sage payroll

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**Conditions of Service**

**Travel Expenses**

Responsibility is on the employee to ensure that when using the car in the course of business, that proper insurance cover is acquired, and that the car is maintained in a roadworthy condition. A mileage allowance will be payable by Northern Ireland Alternatives towards expenses.

**Vetting**

The successful applicant will be asked to declare all pending prosecutions, convictions, cautions and bind-over orders and their name will be submitted to Access NI for an enhanced check to be carried out.

**Pension**

Northern Ireland Alternatives operates a group personal pension scheme with NEST pensions.

**TOIL**

There is no entitlement to overtime payment to reflect the requirements of the post. However, you are entitled to receive time off in lieu of hours worked in excess of your normal working week.

**Equal Opportunities Policy**

Northern Ireland Alternatives is an equal opportunity employer. The aim of its policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of nationality, race, ethnic origin, gender, marital status, sexual orientation, disability, religious belief or political opinion, nor should they be disadvantaged by conditions or requirements which are neither justified nor relevant to the job.

**Restorative Ethos**

It is the responsibility of all staff to ensure a harmonious working environment in which the dignity of all employees and service users is respected.