

**FINANCE OFFICER – Full Time and Permanent**

**The Candidate**

We are looking for a committed and self-motivated individual who holds relevant experience and/or qualifications to join our team. This key role will oversee all aspects of the Finance Function and provide financial support to a busy organization.

You will be able to process information and financial data accurately and efficiently. You will have attention to detail and proven experience of Sage 50 Payroll/Accounts or a similar system. Note that a high level of proficiency in the use of IT packages including Microsoft programs Word & Excel is essential.

Previous experience in charitable and corporate accounts is highly desirable.

We are a voluntary sector Organisation that is still growing so it’s an exciting time to join. We offer employees access to mental health support (to include free counselling), staff events and are committed to your continued learning and development.

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| **Job Title** | Finance Officer  |
| **Base** | 36 Townsend Street, Belfast BT13 2ES  |
| **Responsible to** | CEO |
| **Salary** | NJC Pt 18 – 22 £30,559 - £32,654 |
| **Days of Work** | Monday to Friday 9.00 am-5.00pm (37.5 working hours a week plus 30 minute unpaid break daily) |
| **Holidays** | 30 days per annum including public holidays  |
| **Closing Date**  | July 18th @ 09.00 am.  |

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| **MAIN DUTIES AND TASKS** Responsible for maintaining financial systems and: |
| * Producing monthly, quarterly and yearly management accounts to a board level standard.
* Prepare annual budgets for review and liaising frequently with departmental Managers on their adherence
* Preparation of annual funding application budgets
* Analysis and verification of balance sheets, regularly monitoring and investigating
* Analysis of accounts on a regular basis
* All aspects of payroll and Pension Processing
* Preparation of statutory accounts for external audit
* Managing accounts receivable including preparing claims for funding
* Managing accounts payable and all aspects of credit control function
* Liaising with external agencies and stakeholders where needed
* Monthly bank reconciliations & managing petty cash
* Develop relationships with customers to enable timely submission of information and query resolution
* Prepare reports for the Senior Management team and Board as required
* Act as signatory for the company bank account
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| **General*** Plan and prioritise workloads and work to agreed deadlines
* Keep abreast of relevant developments in the sector including training and other opportunities relevant to the post while adhering to GAAP.
* Actively particpate in supervision, appraisals and team meetings
* Attend meetings as required
* Maintain safe systems of work and a safe environment
* Adhere to all of The Welcome’s policies and procedures
* Undertake any other duties relevant to the post or business needs
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| **Person Specification** |
| **Criteria**  | **Essential** | **Desirable** |
| **Previous experience (section 1)** | * 18 months experience working in a finance role
* Relevant experience of Sage 50 accounts and Sage 50 Payroll or a similar system
* Experience in the use of IT packages including Microsoft programmes Word & Excel
 | * Previous experience working in the voluntary sector on charitable & departmental accounts
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| **Qualifications****(section 2)** | * The ideal candidate with either hold an accounting technician qualification, or be working towards membership of a recognized accountancy body (ACCA, CIMA, CIPFA) or have 5 years relevant experience (if no qualification)
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| **Skills/Ability****(section 3)** | * Ability to work in a busy environment, prioritise workloads and work to agreed deadlines
* Experience of successful independently managed work and lone working
* Excellent written/verbal communication, numerical and interpersonal skills
* Ability to adhere to all of The Welcome’s policies and procedures
* Maintain safe systems of work and a safe environment
 | * Current clean driving license
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| **Personal Attributes** | * Highly motivated and committed to delivering service excellence
* Commitment to personal and professional development
* Have the capacity and self-confidence to innovate
* Happy to work with the values of the welcome organisation. Value people and we will treat all people with dignity, courtesy and respect.
* Possess cultural awareness and sensitivity
* Flexible, energetic, positive and calming disposition
* Resilient and self-caring
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