Healthy Kidz CIC are currently seeking to appoint a Finance & Administration Coordinator on a fixed term, job share basis,to support the delivery of their community Sports & Peace Building Programme including the facilitation of the PEACEPLUS United Youth Initiative Programme.

**UNITED YOUTH INITIVITE**

Healthy Kidz, the lead partner of the United Youth Initiatives (UYI) programme, heads a consortium that includes DKIT H2O Heroes, Peace Players, and Boys & Girls Clubs NI, alongside various associate partners across Northern Ireland and the border counties. All partners are committed to making a significant impact on the lives of young people in their respective areas, addressing the various barriers they face.

Through the €3,319,291 UYI programme, the partners will engage 7,300 young people aged 9-18 years, primarily from youth club settings. The initiative aims to unite youth from diverse backgrounds to participate in shared learning experiences through sports, creativity, and environmental initiatives, fostering a more inclusive and cohesive society.

Further information can be accessed via the PEACEPLUS – United Youth Initiatives – Healthy Kidz websites.

**ROLE**

A full copy of the main duties and responsibilities, essential and desirable requirements are included in the information below.

**APPLICATION PROCESS**

If you are an enthusiastic and dedicated individual and possess the necessary qualifications and experience, then we invite you to apply for our position.

Please submit a CV and cover letter outlining how you meet the above criteria. Please touch on the below questions as part of your cover letter:

1. Why do you wish to apply for this role?
2. Outline how your skills and experience meet the essential and desirable criteria as outlined in the job advert.

All completed applications should be returned to hr@healthy-kidz.com by Friday, 18 July 2025 by 5pm

Join our team and make a positive impact on the lives of young individuals through activity.

Healthy Kidz are an equal opportunities employer and adhere to Access NI guidelines.

**TERMS**

This role may be considered Regulated Activity and providers may have to demonstrate their suitability to work with Children & Young People. An individual who is disqualified from working with children is guilty of an offence if he knowingly applies for, offers to do, accepts or does any work in a regulated position.

# We are currently seeking applications from suitably experienced candidates for the following posts:

Job Title: **Finance & Administration Coordinator**

Reference No: FACJS/07.25

Job Type: Job Share - 6 months fixed term contract

(subject to probationary period).

Hours of Work: Part-Time – 17.5hours (1.30pm-5pm, Mon-Fri)

Location: Office based

Date of Advertisement: Friday, 11 July 2025

Advertising Method: Internal and external

Closing Date: Friday, 18 July 2025 by 5pm

**BRIEF DESCRIPTION**

The Finance and Administration Coordinator will work with their job share partner to support the effective financial and administrative operations of for the United Youth Initiative (UYI) project. This multi-faceted role involves overseeing day-to-day financial management, administrative coordination, and compliance with funding guidelines. The postholder will provide direct support to project management and play a vital role in ensuring the smooth delivery of this impactful programme.

**MAIN DUTIES AND RESPONSIBILITIES**

* Liaising with partner organisations to collect relevant data and evidence for the project.
* Maintaining accurate financial and other records for the project. Ensuring accuracy, transparency, and compliance with organisational policies.
* Making purchases and bookings in accordance with project funder and organizational policies.
* Developing and maintaining effective working relationships with suppliers and partners.
* Contributing to the organisation of special events at a regional level.
* Supporting the organisation of staff and project partnership meetings by scheduling, creating agendas, and taking minutes.
* Assist in the preparation of programme budgets, invoicing, forecasts, and financial reports for internal and external stakeholders.
* Managing general office tasks, including maintaining systems to ensure effective storage and record-keeping.
* Engaging in activities consistent with the vision, mission, and values of Healthy Kidz.
* Develop and implement administrative systems to streamline programme operations.
* Taking minutes at appropriate meetings
* Liaise with internal teams and external partners to ensure cohesive programme administration.
* Act as the central point of contact for administrative queries related to the programme.
* Any other reasonable duties which may be required by management from time to time.

These job duties are neither exhaustive nor exclusive and may be reviewed in the future depending upon programme requirements.

**ESSENTIAL REQUIREMENTS**

* 3-years’ experience in financial and administrative roles in the non-profit or community interest sector.
* Familiarity with reporting and presenting of information.
* Strong analytical skills with attention to detail.
* Proficiency in financial software and Microsoft Office Suite, particularly Excel.
* Excellent communication and interpersonal skills to engage effectively with diverse stakeholders.
* Strong organizational and time-management skills, with the ability to manage multiple tasks and meet strict deadlines.

**DESIRABLE REQUIREMENTS**

* Bachelor’s degree in finance, accounting, business administration, or a related field.
* Professional certification in finance or administration (e.g., AAT, CIPFA) is an advantage.
* Knowledge of the PEACEPLUS programme or similar funding mechanisms.
* Experience working with youth-focused or peacebuilding projects.
* Experience providing administration support to multi-partner projects.