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**Administration and Finance Officer (Part Time)**

**Hours: 16 Hours per week**

**Salary: £16k per annum (pro rata)**

**Based at: Townsend Street Belfast**

**Reporting to: CEO**

**Annual Leave: 20 days per year, plus public holidays (pro-rata)**

**Probation: The appointment is subject to the satisfactory completion of a six month**

**probationary period. Please note: this post is for 6 months maternity cover with the potential to be extended to a year.**

We are looking for a high energy individual who is committed, enthusiastic and self-motivated to join our team. This key role will provide support to a busy organisation and contribute to the smooth running of the office.

**Job purpose:**

To perform administrative duties requiring proficiency in maintaining general office systems and detailed reporting tasks using software applications for spreadsheets, databases and word processing applications. Note that a high level of proficiency in the use of IT packages is central to this role. Provide support to the finance officer to maintain the necessary financial systems in order to monitor spend and complete monthly, quarterly and annual reports and other returns as required.

**Tasks and Responsibilities:**

**Administrative duties**

* Provide administrative support to the CEO to include diary management
* Undertake office telephone, including taking and relaying of messages to the CEO and other staff
* Operate manual and computerised office systems, for example filing papers and maintaining databases
* Undertake general office duties, for example: photocopying and collating papers and mailings
* Deal with inquiries on the telephone and computer.
* Respond sensitively and appropriately to all enquiries relating to the work of the Welcome Organisation
* Maintenance of the CEO’s filing system

**Finance support**

* Support the finance officer maintain the necessary financial systems in order to monitor spend and complete monthly, quarterly, annual reports and other required returns to funders.
* Prepare invoices and use of Sage accounts package to support financial transactions/payments (incoming and outgoing).
* Record donations, bank lodgements, receipt correspondence and tracking of ‘Just Giving’ tax returns.
* Assist with the filing of finance related documents.

**Other**

* Apply organisational policies and procedures; interact with other employees, clients, statutory agencies and the public in a helpful, courteous and friendly manner.
* Maintain effective working relationships, demonstrate sensitivity to and respect for, a diverse population.
* Maintain high standards of confidentiality.
* Observe and carry out health and safety procedures in respect of oneself, colleagues and the public.
* Adhere to all policies and procedures as laid down within the Organisations Staff Handbook
* Undertake any other reasonable duties as required by the Welcome Organisation

The duties and responsibilities of this job description are neither definitive nor restrictive and can be modified to meet the changing needs of the organisation. The organisation is committed to providing the highest possible quality of service to its clients and the community. Members of staff are expected at all times to provide a caring service to treat those with whom they come in contact in a courteous and respectful manner.

**CRITERIA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Essential | Desirable | Application Form | At Interview |
| **Education** |  |  |  |  |
| Minimum of 3 GCSE to include Maths and English (or equivalent) | ✓ |  | ✓ | ✓ |
| **Experience** |  |  |  |  |
| 2 years recent work experience as a personal or administrative assistant | ✓ |  | ✓ | ✓ |
| Knowledge and experience of  MS Office, particularly Word, Excel and Outlook, diary management | ✓ |  | ✓ | ✓ |
| Experience of operating accounts packages | ✓ |  | ✓ | ✓ |
| Experience of Sage Accounts package |  | ✓ | ✓ | ✓ |
| **Skills** |  |  |  |  |
| Strong communication skills – verbal and written | ✓ |  | ✓ | ✓ |
| Ability to multi-task and flexibility to respond to changing priorities | ✓ |  | ✓ | ✓ |
| Strong organisational and time management skills | ✓ |  | ✓ | ✓ |
| Ability to work to tight deadlines | ✓ |  | ✓ | ✓ |
| **Other** |  |  |  |  |
| Commitment to the Welcome Organisations ethos and delivery of low threshold services | ✓ |  | ✓ | ✓ |
| Clean & current driving licence |  | ✓ | ✓ | ✓ |
| Access to own transport |  | ✓ | ✓ | ✓ |

## Guidance Notes on Completing Your Application

## Thank you for the interest you have shown in our vacancy. These notes are to help you make the most of your application. We will not be able to shortlist your application if you do not follow the instructions below.

## CVs will not be accepted.

## Completing the application form.

This section of the form is split into different parts as set out in the Job Specification. The Welcome Organisation requires the successful applicant to demonstrate **through actual examples** that they have both the knowledge, technical skill and experience, and the behaviours, to fulfil the role requirements.

You must:

1. Show how you meet the criteria set out in the ‘Job Specification’ section of the Job Description which includes:

|  |  |
| --- | --- |
|  |  |

**For example Knowledge Skills & Experience**  
The Job Specification states what essential knowledge, technical skills, and experience is required for the job. These are prerequisites for the job.

## Demonstrating your ‘knowledge skills & experience’ at the application stage

* + - For each of the ‘knowledge & experience’ points in the Job Specification you must provide **a real example**, which describes how you have acquired the knowledge, technical skills, and experience required for the job you are applying for.
    - Applicants who merely state that they have the knowledge and experience will not be short-listed for interview.
    - The example below gives an indication of the approach you should take for each of the bullet points.
    - You should complete a paragraph of **no more than 250** words for each of the knowledge & experience items.

**Please note that, due to our high volume of applications, we are unable to provide feedback for those who fail to make the shortlist for interview.**