**Location:** Head Office, Stricklands Care Village, Bangor

**Reports to:** Finance Manager

**In conjunction with:** General Manager

**Responsible for:** Providing an effective financial administration service to NIID.

**Hours of Work** 37.5 hours per week Mondays – Fridays, plus breaks

**THE NORTHERN IRELAND INSTITUTE FOR THE DISABLED:**

The Northern Ireland Institute for the Disabled is a well-established service led charity currently delivering Supported Living and Care provision to people with a range of complex disabilities which is based in Bangor. In Belfast, we operate a 59 Bed Homeless Hostel which specialises in the provision of temporary accommodation to homeless men.

Our work is based on the following five key themes:

* Recognising that everyone is an independent and valued citizen (able to have access to different housing options, health care, social justice learning opportunities; employment; leisure; etc.)
* Fully engaging with the individual to understand their needs and capacities, by formulating personal plans and developing goal and milestones with them to build their personal capacity.
* Supporting the person on their individual journey and adding value to that journey wherever appropriate.
* Demonstrating equality, fairness, openness, patience and understanding to our client group many of whom have challenging personal issues.
* Continuous development of skills and strategies organisationally, personally and for the client.

**JOB PURPOSE**

* The Finance Assistant will work as part of the Finance & Admin team in the provision of an effective administration service to the whole of NIID.

**KEY DUTIES AND RESPONSIBILITIES**

 **Residents Monies**

* To liaise with Stricklands Care Village Management and Senior Support Workers to ensure residents cash drawdowns are in line with support plan as approved by Health Trust.
* To withdraw monies from NIID resident monies bank account or residents’ own account (as laid down in support plans) on weekly basis (or as necessary).
* To maintain all records for the Finance Office relating to resident’s monies.
* To liaise with Stricklands Care Village Administrator to ensure records are maintained of transfers of monies between Finance Office and Stricklands Care Village and then onto residents.
* To complete reconciliation of the NIID resident monies bank account on monthly basis on sage.
* To review and audit as appropriate the residents cash sheets.
* To complete monthly audit of resident’s cash box held in Finance Office to resident’s cash records.
* To complete monthly audit of resident’s cash box held in Stricklands Care Village Support Office to resident’s cash records.
* To complete quarterly audit of items held in safe for residents.
* To complete quarterly audit of the NIID resident monies bank account for unrefunded bank fees.
* To complete monthly spot checks of resident’s cash boxes to ensure compliance with the financial procedures.

**Finance**

* To ensure processing of all cash/cheques received and making lodgements to bank on timely basis.
* To maintain petty cash account records for admin and monthly posting of expenses to sage.
* To maintain petty cash account for activities co-ordinator and monthly posting of expenses to sage.
* To ensure that any use of company van by residents is invoiced to the resident on a monthly basis from sage.
* To monitor and record pay point transactions as notified by Stricklands Care Village administrator daily.
* To post all pay point transactions to sage and to complete monthly reconciliation of pay point account.
* To prepare payments schedules for month end payment runs.
* To support Finance Manager when required, with tasks related to monthly management accounts, such as, posting journals, wages accruals etc.
* To liaise with other members of the Finance Team to ensure smooth running of Finance Department and to ensure information is provided on a timely and as accurate basis as possible.
* To support internal control process regarding all work in finance.

**General Administrative Duties**

* To carry out, as required, general admin and office duties, such as, answering telephones, dealing with post, greeting visitors, preparing rooms for meetings, ordering and monitoring of stationery and other materials, supplies and services etc.
* To engage in training as necessary for the successful carrying out of the above post.
* To engage in “on the job” training relating to tasks which remain primarily under the responsibility of other members of the Finance Team, e.g. payroll, purchase ledger processing and banking, to ensure transfer of skills between all staff and to help ensure the smooth running of the finance department during periods of unexpected absences.
* To engage in “on the job training” with other members of the Finance Team, relating to the tasks which remain primarily your responsibility. Again, this is to ensure the smooth running of the finance department during periods of unexpected absences.
* When required, provide general administrative support to senior management as well as the Human Resources and Compliance & Assurance departments. These duties may include but are not limited to:
* Notetaking at meetings
* Filing and archiving of company records in line with General Data Protection Regulations (GDPR)
* The successful candidate may occasionally be required to travel offsite to carry out these administrative duties.

**COMMUNICATION**

* Developing and maintaining appropriate professional relationships with colleagues, clients and other stakeholders
* Attending and participating in meetings as required.

**PERSONAL QUALITIES AND SKILLS**

* Self-motivated in work
* Be tactful and diplomatic when dealing with individuals
* Ability to work as part of a team
* Demonstrate a commitment to ongoing professional and personal development.

**HEALTH AND SAFETY**

* Adhere to NIID’s Health and Safety procedures at all times

Any other reasonable duties as may be required.

The successful candidate’s employment will be subject to an ACCESS NI Enhanced Check.

**PERSON SPECIFICATION – FINANCE & ADMIN ASSISTANT**

**Essential Criteria**

* A minimum of two years’ experience working within an admin department or similar environment.
* A minimum of 4 GCSEs at Grade C and above including Maths and English or equivalent
* Experience of using Microsoft Office, specifically Excel and Word
* General administration experience
* Strong communication and customer service skills

**Desirable Criteria**

* Experience of Sage accounting software packages.

***NOTE***

***This position is subject to an Enhanced Access NI check. Copies of the relevant policy on the recruitment of individuals with a criminal record as well as the Access NI Code of Practice are available on request. Please note that having a criminal record will not necessarily be a bar to obtaining a position with NIID.***