

**GREATER VILLAGE REGENERATION TRUST**

**Job Description**

**Post:**  Finance & Administration Officer

(SIF Employment Programme)

**Reports to:** Finance & Administration Manager (Operational matters)

GVRT’s Director (Strategic and Human Resource matters)

GVRT’s Head of Finance (Financial Management matters)

**JOB OVERVIEW**

To provide financial and administrative support in the management of the contractual relationship between Greater Village Regeneration Trust (GVRT) and the Service Development Organisation (SDO) in the delivery of the Belfast South Employment Revenue Programme.

**DUTIES**

1. **SERVICE DELIVERY ORGANISATION (SDO)**

* Support the Finance & Administration Manager in conducting regular meetings with the Service Delivery Organisation to discuss the operational delivery of the Employment programme, to ensure that outputs and targets are being met; and,
* Bring to the attention of the Finance & Administration Manager and / or Director any issues or concerns relating to delivery, with reference to service provision and / or financial matters, as appropriate.

1. **PROGRAMME SUPPORT**

* Be responsible for the implementation and updating of the financial systems for the Employment Revenue Programme, in line with TEO’s requirements and GVRT’s financial procedures;
* Implement and maintain budgetary control systems and cash-flow forecasts as appropriate for the Programme’s Finance & Administration Manager to enable the review of the financial position of the programme;
* Support the Finance & Administration Manager to provide TEO with timely and accurate cash-flow forecasts, financial reports and expenditure claims;
* Collate data required for monitoring, evaluation, project progression, and outputs, outcomes targets with the SDO on a regular basis;
* Provide information to allow for the production of financial management and progress reports to the Belfast South Steering Group on a quarterly basis; and,
* Be responsible for all administrative work in connection with the above duties.

1. **PERSONNEL ISSUES**

* Attend supervisory and planning meetings with the Finance and Administration Manager;
* Attend conferences, seminars and meetings, as required;
* Undertake job related training, as required;
* Comply with the policies and procedures of Greater Village Regeneration Trust, including all relevant legislation and health & safety guidelines;
* Undertake any other duties relevant to this post, including inter-change of duties to cover for annual leave, sickness and any other authorised absence from work.

**DETAILS OF THE APPOINTMENT**

**Salary:** £17,714 per annum, plus 6% employer’s pension contribution

**Hours:** 37 per week

**Holidays:** 25 days per annum, plus bank and public holidays as observed by GVRT

**Location:** Greater Village Regeneration Trust, 337 Donegall Road, Belfast, BT12 6FQ

**Post contract:** Maternity Cover from April 24th 2017 – Friday 6th October 2017 with possible extension.

**PERSONNEL SPECIFICATIONS**

**ESSENTIAL CRITERIA**

**Experience**

A minimum of two year’s work experience in the last five years in a paid financial role with responsibility for:

* Keeping financial records, preferably relating to grant-aid / public money;
* Accounting of all income / expenditure using both manual and computerised systems;
* Budget management and providing reports to Committees / Senior Managers;
* Experience in the use of Microsoft Office computer systems, e.g. Excel, Word, Outlook;
* Experience of processing large volumes of data, accurately and in a timely manner; and,
* Experience of conducting tendering / procurement processes in line with Department of Finance & Personnel’s guidance in the use of public money.

**Qualifications**

* A relevant qualification, with specific reference to finance, e.g. accounting, financial management, business administration, etc.

**Attributes**

* Ability to work on own initiative
* Good communication skills (both oral and written)
* Excellent organisational skills and time management
* Ability to work under pressure and to task deadlines
* Ability to use own initiative and work without supervision
* Ability to monitor and supervise the work of others
* Be committed to ensuring the confidentiality and trust in every aspect of the job, promoting the ethos and aims of Greater Village Regeneration Trust