**Job Title:** **Finance and Business Support Officer**

**Location:** Ulster Supported Employment Ltd (USEL)

 182 – 188 Cambrai Street, Belfast BT13 3JH

**Responsible To:** Finance Manager

**Objective:** To be responsible for supporting the HR, Finance and Admin function of the operation

**Job Ref:** FBO18

**Job Description:**

* Assisting with preparation of year-end Financial Statements
* Assisting with preparation of monthly Management Accounts
* Development of Credit Control Function
* Balance Sheet Reconciliations
* Production and maintenance of Finance Manual
* Day to day supervision of multi-functional finance team – payroll, income and payments
* Transitioning Finance and Admin teams into one team
* Provide support to Finance Manager
* Supporting with the recruitment of new employees
* Supporting with Section 75 Screening of policies as part of our Equality Requirements
* Reviewing and updating policies

**Person Specification:**

**Essential:**

* Full/Part Qualified Accountant – applications will be accepted from individuals working towards completion of full qualification
* Minimum of two years’ experience in finance role
* Two years’ experience supervising staff
* Ability to / experience of working in a busy office environment
* Ability to work as part of a team
* Able to work under pressure and to tight deadlines
* Able to adapt to change
* Positive attitude
* Great communication skills – both written and verbal
* Excellent computer skills including Word, Excel and PowerPoint

**Desirable:**

* Experience using SAGE 200 financial system
* Knowledge of public sector Government accounting
* Knowledge of Charity accounting
* Understanding public sector governance arrangements

**Terms and Conditions**

* Full time or part time hours considered NB: A full time week comprises 35 hours – worked over 4½ day week
* 27 days annual holidays plus 10 statutory holidays
* Salary: £21,254 – £24,639
* Pension: Auto Enrolment Pension Scheme