

Position	
<b>Finance Coordinator NI</b>	
<b>Grade</b>	Deputy Manager
<b>Reporting to</b>	Senior Manager, Finance and IT
<b>Location</b>	Belfast
<b>Scope of Responsibility</b>	NI Accounts
<b>Hours</b>	Full Time
<b>Key Areas of Responsibility</b>	<ul style="list-style-type: none"> <li>• Preparing quarterly and annual management accounts and other financial reports for review for use by multiple users (Board, statutory funders, internal project services, internal support departments), including reference to KPIs and variances</li> <li>• Preparing annual budgets for review and liaising on a frequent basis with project group managers to monitor adherence to expenditure budgets for each project</li> <li>• Processing the NI monthly payroll by the set dates, including liaising with HR and staff on payroll related matters and queries, issue of required statements, monthly payroll folder reports and checks, processing of monthly payments for HM Revenue &amp; Customs and liaison arising</li> <li>• Processing of pension scheme contributions</li> <li>• Completing regulatory documentation and ensuring full compliance</li> <li>• Preparing funder returns and responding to funding queries</li> <li>• Managing the accounts receivable function, including preparing claims for funding and arrears monitoring</li> <li>• Managing the petty cash function</li> <li>• Monitoring and covering the accounts payable function, as needed</li> <li>• Preparing monthly bank reconciliations</li> <li>• Preparing procurement guidelines and assessing supplier contracts and monitoring adherence to guidelines and value for money in expenditure</li> <li>• Completing the internal audit process relating to NI projects</li> <li>• Supervising operational output, approach to work and attendance of assigned staff on a daily basis</li> <li>• Preparation of ad hoc reports when requested, and</li> <li>• Assistance with overall departmental coordination and planning, including policy formulation arising from changes in legislative and best practice developments</li> </ul> <p>The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.</p>
<b>Person Requirements</b>	<ul style="list-style-type: none"> <li>• Qualified accountant (ACCA, CIMA, ACA or equivalent)</li> </ul>

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	<ul style="list-style-type: none"> <li>• Minimum of 6 months to 1 year post qualification experience, including management accounts and the payroll function</li> <li>• Extensive experience using accounting and payroll software packages in addition to advanced Excel skills</li> <li>• Experience in the homeless services / supported housing or a related sector, including funder reporting requirements</li> <li>• Ability to balance multiple competing work demands, working to tight deadlines</li> <li>• Highly accurate / detail focus, and</li> <li>• Experience monitoring the quality of work of and development of assigned staff.</li> </ul>
<p><b>Notes</b></p>	<p>While the line manager is specified above, this does not preclude higher level grades in the finance function from directing or reviewing work or setting dotted line collaborative working relationships between same or different level positions.</p> <p>All tasks should be completed in an accurate manner and supported by a clear electronic and hard copy filing system.</p>