



Post of
Administrative and Finance Officer

**Job Specification & Job Description
Including Eligibility Criteria and Appointment Notes**

Job Ref: Ad06.18

incredABLE, 162 Portadown Road, Richhill, Co. Armagh, BT61 9LJ
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“Registered with The Charity Commission for Northern Ireland, NIC101118’;
Company Limited by Guarantee, No: NI62968”

JOB SPECIFICATION - Administrator - Job Ref AD06.18

Location – Richhill

1.0 INTRODUCTION

- 1.1** Completed application forms must clearly demonstrate the qualifications, experience and skills sought, and must be returned to incredABLE before **4pm on Monday 20th August 2018**.
- 1.2** CV's or other supplementary material will not be accepted in place of, or in addition to, completed application forms.
- 1.3** It is anticipated that interviews will be held w/c **27th August 2018**.

2.0 BACKGROUND

- 2.1** incredABLE (formally Enable) is a voluntary organisation creating meaningful social, recreational, and educational opportunities for people with a learning/intellectual disability and/or autism.

Our mission-

Our mission is to deliver quality projects and services by inspiring, empowering and including the people we work with.

Our Vision-

Our vision is a society where individuals with a learning/intellectual disability and/or autism are supported, valued and included.

Our Approach-

We believe that everyone is an individual and has the right to feel incredABLE!

Our Values-

We are about **Quality** projects and services

We are about **Inclusion** through integration and equality

We are about **Trust** through maintaining positive working relationships

We are about **Respect** and the dignity of every person

We are about **Sustainability** and stewardship of all our resources

We are about **Creativity** and making things happen

We are about **Responsiveness** through listening to all those who work with us

3.0 LOCATION

The successful candidate should expect to be based at incredABLE's head office at 162 Portadown road, Richhill.

4.0 DUTIES AND RESPONSIBILITIES

SUMMARY OF JOB:

The Administrative and Finance Officer is responsible for assisting the office manager in the organisation, maintenance and development of the administrative, financial, and information systems associated with managing a busy and efficient voluntary organisation. You will ensure that the organisation is supported to deliver upon its work plans. This means taking responsibility for organising and co-ordinating administrative activities to ensure organisational effectiveness and efficiency. The post holder will often be privy to information that is confidential and will be expected to work in a manner that protects sensitive information.

KEY RESPONSIBILITIES

Main Tasks and Responsibilities:

Administrative

- Day to day administrative responsibility for incredABLE's projects and services, including word processing, photocopying and making & receiving telephone calls and e-mails.
- To provide secretarial and administrative support to the Director.
- To provide administrative support to the service leads/ project co-ordinators.
- To attend and service staff meetings and take minutes and distribute after meetings along with any other relevant materials and to attend other meetings/events in a secretariat capacity as and when required.
- Establishing and maintaining office and information recording systems.
- Monitor and order office goods and services, seeking quotes as appropriate.

- Maintaining the overall standard of the office space including liaising with cleaning services and keeping an equipment inventory of all capital, fixture and fittings.
- To assist and/or deputise on behalf of the Office Manager with Health and Safety checks of the building.
- Assisting with the promotional activity of incredABLE, including responding to information requests from members of the public and assisting with the co-ordination of events and conferences.
- To assist with the dissemination of information e.g. updating incredABLE's Website and Facebook page.
- To maintain office equipment and liaise with suppliers regarding maintenance and supplies.

Financial

- To prepare and monitor sales and purchases invoices using SAGE software
- To prepare cheques and process BACS payment and maintain accurate records of authorisation and notification to the payees
- To assist in the preparation of payroll and related HR queries
- To prepare and enter credit card statements
- To complete monthly bank reconciliations
- To run a Purchase Order system
- To ensure processing of all cash/cheques received and making lodgements to bank on timely basis
- To ensure prompt payment of customer invoices (Credit Control)
- To assist the Office Manager with the end of month accounts e.g. posting journals, wages etc
- To assist the Office Manager in the preparation for the end of year audit
- To assist the Office Manager in the preparation for ad-hoc funder audits
- To administer the organisation's petty cash records and monthly posting of expenses to SAGE
- To obtain quotes for goods and services, including travel in accordance with financial procedures
- To scrutinise and check invoices for accuracy, check goods and services have been received

- To engage in 'on the job' training relating to tasks which remain primarily under the responsibility of other members of the Office Manager e.g. payroll to ensure the smooth running of the finance department during periods on absence.
- To undertake any other reasonable duties commensurate with the Post agreed with the line manager.

General

- To deputise on behalf of the Office Manager where appropriate and when required.
- To ensure all duties and responsibilities are carried out in a manner consistent with incredABLE's policies and procedures and in a way that will enhance the organisation's reputation and reflect our ethos.
- To ensure safeguarding of vulnerable adults and children
- To carry out all duties and responsibilities in compliance with Health and Safety policies, quality and statutory regulations
- To participate in training opportunities which are appropriate for the role in which you are employed
- To work flexibly to meet the needs of the organisation, and as directed by the Director/ CEO.
- Any other relevant duties where required.

The above duties and responsibilities cannot totally encompass all tasks, which may be required of the post-holder. They may therefore vary from time to time without changing the post or level of responsibility; this is reflected in the salary level.

PERSONNEL SPECIFICATION

SELECTION CRITERIA

The below person specification shows essential experience, skills, abilities, knowledge, qualities and/or qualifications required to be able to carry out the duties of this post. Applicants must be able to demonstrate that they meet the following essential criteria in their written application and at interview if selected. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

Eligibility Criteria

Criteria	E or D *	S or I **
Experience/Qualifications/Knowledge		
Have recent demonstrable experience (1 year within last 5 years) in a busy office setting	E	S & I
Good Standard of Education i.e. minimum 5 GCSE/O levels at grades A-C (to include maths and English)	E	S & I
A qualification in use of IT	D	S & I
OCR Wordprocessing Stage I (Parts 1 and 2)	D	S
Minimum 1 years' experience of using SAGE Accounts software of working with accounts receivable and accounts payable	D	S & I
SAGE Accounts Qualification or Accountancy/Book keeping qualification e.g IATI	D	S
Experience of operating a switchboard and of managing a reception area	E	S & I
Minute taking at meetings	E	S & I
Skills and Abilities		
Competent IT user including ability to use internet, email, word processing, spread sheets, PowerPoint and databases	E	S & I
Sound verbal and written communication skills	E	S & I
Strong customer care and effective telephone skills	E	S & I
A focused attention to detail and accuracy	E	S & I
Ability to prioritise work, use initiative and manage conflicting deadlines	E	S & I

Requirements: Personal Qualities/Circumstances		
Committed to promoting equality of opportunity, particularly sensitive to the needs of people with disabilities.	E	I
Acts with honesty and integrity	E	I
Flexible & adaptable, able to prioritise effectively	E	I
Positive 'can do' attitude to working in a team	E	I
Able to work effectively without supervision and act on own initiative	E	I
Professional yet approachable manner	E	I
Reliable attendance and timekeeping	E	I
***Access to a car or access to an alternative form of transport to meet the travel requirements of the job.	E	I
The successful candidate will be required to undergo an enhanced check via the Access (NI) Service before commencement of employment.	E	I
<p>*E = essential criteria D = desirable criteria</p> <p>**S = shortlisting criteria I = interview criteria</p> <p>*** = Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.</p>		

4.1 Short listing Criteria

Short listing will be carried out in respect of the Essential Criteria but in the case of a large number of applicants, we reserve the right to enhance the short listing criteria to include the Desirable attributes.

Please Note:

Only those applicants, who appear, from the available information as provided in a returned application form, to be most suitable, in terms of relevant skills, experience and ability will be invited to interview. It is therefore essential that you fully describe in the application form how you meet the experience and qualities sought. It is not appropriate simply to list the various posts that you have held. Assumptions will not be made from the title of posting(s) as to the skills and experience you may or may not have gained. Applications that do not provide the necessary detailed information in relation to each of the stated criteria will be rejected.

5.0 APPOINTMENT NOTES

- 5.1** The appointment will be to incredABLE. All appointments are subject to the satisfactory completion of a 6-month probationary period.
- 5.2** The successful candidate will start at the salary of £18,070 per annum based on 37.5hr week. (Job share may be considered)
- 5.3** Annual leave entitlement is 28 days per annum, inclusive of statutory holidays.
- 5.4** The working week is 37.5 hours excluding meal breaks. (Actual working hours to be negotiated) However, as part of the normal contract of employment, appointees may be occasionally required to work variable hours, which will mean working into late evenings, at weekends or on Public Holidays.
- 5.5** The successful candidate will be given suitable training, including on-the-job training and formal specialised courses as necessary. Financial assistance with approved studies may be available.

6.0 GENERAL INFORMATION

- 6.1** incredABLE is committed to equality of opportunity in employment and welcomes applications from all suitably qualified candidates irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation or whether or not they have dependents. All applications for employment will be considered on the basis of merit. To demonstrate our commitment to equality in employment we need to monitor the community background of all employees and job applicants as required by The Fair Employment and Treatment (NI) Order 1998. Therefore, we require all job applicants to complete and return a Monitoring Questionnaire in a sealed envelope, (provided for this purpose). Personnel involved in either the short-listing or interview selection processes will not see its contents. If you do not complete this questionnaire, and return it with your completed and signed Application Form, we will not be able to process your application to the next stage of selection.
- 6.2** A detailed Contract of Employment will be issued to the successful candidate within 8 weeks from the date of commencing work.
- 6.3 THIS CORRESPONDENCE SHOULD NOT BE TAKEN AS CONSTITUTING THE PROPER TERMS AND CONDITIONS OF EMPLOYMENT FOR THIS POST.**