

April 2024



Dear Applicant

Finance Administrator

Place of work: Scouts NI Headquarters, 109 Old Milltown Road, Belfast BT8 7SP

Thank you for your interest in applying for the above post.

Please find enclosed:

- Job Pack
- Application Form

Short-listing will be based on the responses contained within the application form only.

You are reminded that the closing date and time for receipt of applications is Friday 10th May 2024 by 4.00 pm.

Yours faithfully

A handwritten signature in black ink that reads "Jonathan Gracey".

Jonathan Gracey
Chief Executive

The Scout Association
Northern Ireland Scout Council
109 Old Milltown Road
Belfast
BT8 7SP
NIC103542

Tel: 028 9049 2829
Fax: 028 9049 2830
Email: info@scoutsni.org

www.scoutsni.org

www.facebook.com/scoutsni

Job Pack

| | |
|-------------------------|--|
| Job Title: | Finance Administrator |
| Purpose: | To provide general finance and administrative services at the Northern Ireland Scout Office and Crawfordsburn Activity Centre. |
| Responsible to: | Administration Manager |
| Location: | Scouts NI Headquarters, 109 Old Milltown Road, Belfast BT8 7SP. |
| Term: | Full Time, Permanent. |
| Salary: | £24,648 per annum. |
| Hours: | Be able to work office hours, 9.00 am to 5.00 pm Monday to Friday (35 hours). Occasional out of hours work may be required for which time off in lieu will be given. |
| Internal Relationships: | <u>Employees:</u> Chief Executive, Administration Manager, Administration Assistant, Development Team, Crawfordsburn Activity Centre staff. <u>Volunteers:</u> Chief Volunteer, Regional Lead Volunteers, District Lead Volunteers and all other Volunteers. <u>National:</u> The Scout Association staff. |
| Disclosure: | AccessNI Enhanced Disclosure check required. |
| References: | Appointment will be subject to two satisfactory references. |
| Probation: | The post is subject to a six month probationary period. |
| Receiving applications: | Complete the application form in black ink in your own handwriting and return by post, or hand deliver, to Admin Manager, Scouts NI, 109 Old Milltown Road, Belfast BT8 7SP |
| Closing date: | Friday 10 th May 2024 by 4.00 pm |
| Interviews: | Tuesday 21 st May 2024 |
| Start date: | As soon as possible. |

Essential Criteria

- 5 GCSEs A-C, including English Language and Maths.
- Competency in multiple Microsoft Office packages (in particular Outlook, Word, Excel, Powerpoint).
- Competency in Sage Accounting software.
- Good oral and written communication skills.
- 3 years' + experience working in an office environment in a Finance or Admin or Secretarial role.
- Driving licence and access to a car for business activities.
- Have the ability to demonstrate initiative.
- Be willing to become a member of The Scout Association and undertake The Scout Association's mandatory training.

Desirable Criteria

- Business Studies qualification.
- Accounting Technician qualification.
- Knowledge of, or working with/in a charity/youth organisation environment.

Job Description

Income and payments

- Processing e-commerce orders received through the scoutsni.org website.
- Recording income and expenditure for Scouts NI and Crawfordsburn Activity Centre in the Sage accounting system.
- Recording income and expenditure for events in Excel.
- Ensure invoices and expense claims are appropriately authorised, paid within agreed time limits and entered into the Sage accounting system.
- Review payroll reports from payroll provider and ensure payments are made accurately and on time including for HMRC.
- Maintain appropriate accounting records for Scouts NI and Crawfordsburn Activity Centre.
- Petty Cash administration.

Reconciliations

- Reconcile bank accounts monthly.
- Reconcile Worldpay and Pay360 (Credit/Debit card) income and expenditure against income record and bank statements.
- Reconcile Standing Orders and Direct Debits against bank statements.
- Perform such other reconciliations as requested by the Administration Manager and Chief Executive.

Reports & Audit

- Assist with processing monthly return templates.
- Produce financial reports for review by multiple users including reference to Key Performance Indicators and explanation of variances.
- Assist with the preparation of annual budgets and related reports.
- Assist the Chief Executive with the gathering of information required to complete the year end accounts and assisting with the preparation of accounts for review by external auditor.
- Assist with the mapping of grant expenditure and the drafting of reports for funders.

Supporting the Board and Sub-Committees

- Assist the Chief Executive in providing advice and reports to the Scouts NI Board of Trustees and Sub-Committees.
- Support the maintenance of fixed asset and physical asset registers.

General Office duties

- Assist with the maintenance of database systems, as required.
- Answering email and telephone enquiries.
- Dealing with sending and receiving post and deliveries.
- Recording, filing and retrieval of information and documentation.
- Providing a broad range of administrative support, as required.
- Using Word and Excel for the production of invoices, letters and other articles.
- Undertake any other duties as required, that are within the competence of the post holder and conducive to the effective delivery of the role.

April 2024



APPLICATION FORM for Finance Administrator

Place of work - Scouts NI Headquarters, 109 Old Milltown Road, Belfast BT8 7SP

Complete this application form in black ink in your own handwriting and return by post, or hand deliver, to: Admin Manager, Scouts NI, 109 Old Milltown Road, Belfast BT8 7SP

Closing date: Friday 10th May 2024 by 4.00 pm

A Curriculum Vitae or additional pages must not be submitted. Applicants must ensure they provide sufficient information on the application form to enable the selection panel to assess their eligibility for consideration. Failure to do so will result in the application being rejected. Late applications will not be accepted. Any alterations to this form will invalidate your application.

PERSONAL DETAILS

| | | | | |
|---|-------------|--|---------------------------|--|
| Dr/Mr/Mrs/Ms/Miss* | Forename(s) | | Surname | |
| *Delete as appropriate | | | | |
| Address | | | | |
| | | | Postcode | |
| Contact Email Address | | | Daytime Contact Number(s) | |
| National Insurance Number | | | | |
| Are you free to remain in and take up employment in the UK? | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| What notice are you required to provide to your present employer? | | | | |

REFERENCES

| | |
|--|--|
| Give the names, addresses and occupation of two referees. Prior consent of referees should be obtained. References must not be submitted with this form. Referees will only be contacted after interview and prior to any offer of employment. Note - Any family member or person involved in the recruitment process for the post for which you are currently applying cannot act as a referee. | |
| 1. Character Referee | 2. Professional Referee (Current/ recent employer) |
| Name | Name |
| Address | Address |
| Telephone Number | Telephone Number |
| Capacity in which you know this person | Capacity in which you know this person |
| Position Held | Position Held |
| Email Address | Email Address |

DISABILITY

| | |
|---|--|
| In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had a substantial and long-term adverse effect on their ability to carryout normal day to day activities". | |
| Do you have a disability that requires reasonable adjustments to be made if you are called for interview or assessment? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If you consider yourself to have a disability, provide any relevant information about requirements that you may have so that reasonable arrangements can be made for your attendance at interview (if short-listed). | |
| | |
| Northern Ireland Scout Council (Scouts NI) welcomes applications from people with disabilities. | |

EDUCATION AND TRAINING

| Post Primary School Education (for example GCSE/GCE etc) | | | | |
|--|---------------|----------------|-------|---------------|
| Subject | Level of Exam | Examining Body | Grade | Year Obtained |
| | | | | |

| Main details of further education (include professional examinations) | | | | |
|---|-----------------|------------------|------------------------------------|--------------|
| Establishment | Dates from – to | Subjects Studied | Qualifications/ Grades Obtained | Date Awarded |
| | | | | |

EMPLOYMENT

Present/Most Recent Employment

| | | | |
|--|----------|------------------------------------|---------------------------------------|
| Present employer | | Present post held | |
| Address | | Date appointed | |
| | | Current salary | |
| | Postcode | Temporary <input type="checkbox"/> | OR Permanent <input type="checkbox"/> |
| Date employment terminated (if applicable) and reason for leaving. | | | |
| | | | |

Outline duties / responsibilities attached to present/most recent post.

EMPLOYMENT

Previous Employment/Experience (list most recent first). Ensure all post education time is accounted for ie. it should include periods of unemployment, self-employment, voluntary work etc.

| Name and address of Employer/Organisation | Position held (Include details of salary if applicable) | Main duties of the role | Reason for leaving | Dates | |
|---|--|-------------------------|--------------------|------------------|----------------|
| | | | | From dd/mm/yy | To dd/mm/yy |
| | | | | | |

GAPS IN EMPLOYMENT

Provide information below to explain any gaps in your employment history.

CRIMINAL CONVICTIONS

Have you ever been convicted of any criminal offence or are there any charges outstanding?

Yes No If Yes, provide details below.

It should be noted, that disclosure of a conviction does not necessarily debar an applicant from obtaining employment.

The position for which you are applying may give you substantial access to children or charitable funds. For that reason you are asked to answer the question above. Note that offences involving young people which would be regarded as 'spent' for other purposes **must** also be declared. In addition an AccessNI check will be carried out before your appointment is confirmed. This would disclose any spent convictions.

HEALTH

Provide details of ALL sickness absences during the past three years including dates and causes.

TRANSPORT

| | |
|--|--|
| Do you hold a current driving licence? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Do you have access to a car or other suitable form of transport if necessary to meet the essential requirements of the post? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

ESSENTIAL CRITERIA

In this section applicants must present clear evidence to demonstrate how they meet each of the essential criteria, including relevant dates (as appropriate) and relevant examples. Ensure you only use the space provided.

Continue on next page, if necessary

ESSENTIAL CRITERIA *(continued)*

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Scouts NI
Fair Employment Monitoring Questionnaire

Ref: Finance Administrator

Private & Confidential

Introduction:

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job. We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998*.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

Community Background:

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Please indicate the community to which you belong by ticking the appropriate box below:

I am a member of the Protestant community:

I am a member of the Roman Catholic community:

I am not a member of either the Protestant or the Roman Catholic communities:

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

Sex: Please indicate your sex by ticking the appropriate box below:

Male:

Female:

Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the *Fair Employment (Monitoring) Regulations (NI) 1999* to knowingly give false answers to these questions.

DATA PROTECTION

As a registered Data Controller, The Scout Association is committed to the Data Principles of the General Data Protection Regulation and the Data Protection Act 2018. By signing this application, I agree to The Scout Association during and beyond my Membership or involvement with the organisation:

a) retaining my personal data to facilitate any present or potential future involvement with Scouting, in line with The Scout Association Data Protection and Data Retention Policy available at scouts.org.uk/dppolicy. In summary, 10 years after leaving The Scout Association, the data will be reduced to only include name, date of birth, awards, training records, events attended, roles and permits held, and any complaints in summary format. This remaining data will be retained for 100 years.

b) retaining sensitive (special category) personal data regarding my religion or faith, disabilities, ethnicity, medical information and/or commission of offences or alleged offences, in line with The Scout Association Data Protection and Data Retention Policy available at scouts.org.uk/dppolicy. In summary, 10 years after leaving The Scout Association the data will be reduced to only include name, date of birth, awards, training records, events attended, roles and permits held, and any complaints in summary format. This remaining data will be retained for 100 years.

c) carrying out checks into my suitability to carry out a role in Scouting, including obtaining references and a criminal record check (if relevant).

d) understand that The Scout Association may use and store my sensitive (special category) data to fulfil their obligations to me.

I declare that I have not canvassed in any way and that the information contained in this form is true and accurate. I understand that canvassing and/or falsification of information could result in disqualification or dismissal.

| | | | |
|------------------|--|-------------|--|
| Signature | | Date | |
|------------------|--|-------------|--|

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