A logo for a community council

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**THE JUNCTION**

**Community Relations & Peace Building Initiative**

***About The Junction:***

*The Junction is a regional community relations and peace-building initiative, promoting integrative peace in Northern Ireland, through community learning/education, dialogue, encounter programmes and policy development. Our ambition is to empower and challenge individuals and communities to connect and build foundational relationships for an inclusive, equal and just peace.*

***About the Role:***

*This is a wonderful opportunity for a pro-active and organised individual with key skills in financial administration, office administration and project support skills including digital marketing to step into a rewarding and key administrative support role at The Junction, supporting the work of the CEO and a small (remotely based) team of Associate Facilitators.*

*The Financial and Office Administrator will work directly with the Chief Executive in the delivery and management of the Junction’s community education and peace building programmes.*

**Package**

**JOB TITLE: Finance and Office Administrator** (20 Hours, (ideally 9am-1pm/10-2pm daily Monday - Friday; or 9am-2pm Monday to Thursday).

**Location:** 8-12 Bishop Street, Derry/Londonderry BT48 6PW.

This post is an office based. There may be opportunity to agree hybrid working (up a 25% of the working week).

**SALARY:** NJC Points: 7-14. £23,294-£27,334 pro rata per annum (20hrs per week)

**PENSION SCHEME:** Pension Scheme with 3% Employer Contribution

**HOLIDAY LEAVE:** 25 days pro rate and Public/Bank Holidays

**RESPONSIBLE TO:** Chief Executive Officer

**POST FUNDED BY:** CRC – Community Relations Council. This post is core funded through the Community Relations Council, and Department for Foreign Affairs, and funding is, secured up to 31st March 2026. The position is permanent; however it is a funding dependant post.

**RESPONSIBLE FOR**:  **Financial Administration:** carrying out financial tasks, and ensuring proper records are kept of daily operations of the organisation, supporting good governance; **Office /Programme Support**: providing office administration for projects undertaken by the CEO and a small remote team; **Digital Communications:** supporting digital communications including social media (and website ideally).

**Financial Administration Duties**

1. Maintain (digital) Income and Expenditure Ledger and produce Income & Expenditure Reports (restricted /unrestricted) as required for the Board (bi-monthly)
2. Undertake Bank Reconciliations (monthly)
3. Undertake all organisational financial transactions - in accordance with Financial Procedures e.g. Salaries, HMRC, Pensions, Employers and Employees NIC calculations
4. Check invoices for accuracy, signatures in advance and complete BACS requisition forms of invoice payments
5. Prepare necessary paperwork for CEO for verification of spend
6. Inform Directors when payments are ready for authorising
7. Update Project Budget Records (monthly/bi-monthly/quarterly)
8. Produce spreadsheets pertaining to the annual organisational operation (e.g. indicating, Salaries, HMRC, Pensions, Employers and Employees NIC calculations etc) and liaising with Finance Managers across our delivery partners
9. Maintain purchasing and payment of goods and services
10. Complete financial drawdown details with relevant funding bodies (in accordance with funder’s guidelines)
11. Support Financial Reporting and Monitoring Returns – assist in completion of Funder’s Financial and Monitoring Return forms
12. Preparation for and execution of all audits and verification visits as required by funders.
13. Undertake correspondence with Accountants regarding annual reporting (Yearly Accounts)
14. Updating and maintaining financial filing systems on computer and ensuring Backup is in undertaken (regularly)

**Governance Duties**

1. Undertake correspondence and updates required by Company House and Charitable Commission NI (in accordance with legislation) i.e. file accounts, company tax return (annually, and as and when required)
2. Comply with organisational policies and procedures and support the CEO in enabling good governance practices e.g. preparation and circulation of papers in advance for Board of Directors, notice of AGM, digital diary of Board Meetings etc

**Administrative Duties (supporting Programme delivery)**

1. Receive and deal with incoming calls/emails /written correspondence - as the first point of contact
2. Collate Programming Activity (maintain record) to support Monitoring and Reporting
3. Maintain Participant Databases (in accordance with GDPR and funding guidelines)
4. Assist with Event organisation – booking venues, issuing invitations, managing registration via digital Events platforms (Eventbrite/TicketTailor), and welcoming participants etc

*As a registered Publishing House*

1. Support Publishing - keep an Inventory of all Publications, acquisition of ISBN numbers (once a year), support distribution

**Communications Support Duties**

1. Circulate Information or Publicity - with Public, Participants and Delivery/Associate Teams (email, digital newsletters, social media platforms, website)
2. Support effective IT systems – by taking responsibility for and/or working with dedicated IT support

**Personal Attributes, Qualifications and Abilities**

They will have excellent financial management skills, communication skills and office/project support skills. S/he will be a pro-active and organised individual, who pays attentive to detail and is willing to use own initiative.

**ESSENTIAL CRITERIA**

**Essential Experience**

1. A third level qualification in a relevant discipline **OR** three years’ experience of working in finance and administration.
2. Proven experience of implementing efficient organisational processes.

**Essential Skills and Abilities**

1. Experience of PAYE, HMRC, pensions, NIC calculations
2. Experience of bookkeeping/invoicing/administering BACS payments and ensuring confidentiality of information.
3. Experience of producing financial reports
4. Experience of updating budgets and preparing annual and project budgets
5. Proficiency in the use of MS Suite or Google equivalent and Shared Drives
6. Experience in using digital communication channels and/or digital Events Platforms
7. A pro-active and organised individual – able to organise own workload, complete and manage the combination of tasks in timely manner
8. Ability to work on your own initiative
9. Ability to support others, in particular, the Chief Executive and small Associate team
10. A flexible approach to work and willingness to work occasional unsociable hours as the job requires.

**Desirable Skills and Abilities**

1. Experience in developing working relationships with Associates/Funders/Suppliers
2. Experience of organising Events e.g. Workshops, Information Sessions/Meetings
3. Experience in creating digital content for publicity purposes
4. Experience in maintaining a Website (Wordpress)
5. Knowledge of IT systems management
6. An understanding of, and commitment to, the work of the Junction.

Please note: In the advent of a significant number of applications, The Junction reserves the right to shortlist against both the Essential and desirable criteria.

**CLOSING DATE:** for receipt of applications is: **12 NOON - Tues 30th July 2024.**

Application Forms should be returned by email to the CEO: Subject: Finance and Office Administrator. Email: [Ruth@thejunction-ni.org](mailto:Ruth@thejunction-ni.org)

**SHORTLISTING:** Shortlisted Candidates will be invited to Interview by email.

**INTERVIEWS**: Interviews will take place on **Wednesday 7th August 2024,** at Holywell DCCP Building, 8-12 Bishop Street, Derry Londonderry. **BT48 6PW**