



DONEGALL PASS COMMUNITY FORUM

JOB DESCRIPTION

Job Title: Finance and Administration Officer

Responsible to: Managing Director

Contract: Fixed term up to 31st March 2025 (extension subject to funding)

Hours of Work: 37.5 Hours per week: to include evenings and occasional weekends.

Salary: £22,269.44 per annum

Pension: 5% Employer contributions

Probationary Period: 6 months

Holidays: 25 days + 11 statutory days.

Main duties and responsibilities:

Finance:

- In association with the Managing Director manage day-to day operations within finance.
- In association with the Managing Director and Treasurer prepare and maintain annual budgets and forecast.
- To provide a financial management system and support for all of Donegall Pass Community Forums budgets and accounts.
- Provide monthly reconciliation reports for the Managing Director and Management Committee.
- Responsible for the accounts receivable and payable ledgers, payroll and VAT returns. Ensuring compliance with HMRC and the pension regulator procedures all relevant financial reporting is captured accurately and efficiently.
- Liaise with the Managing Director and Treasurer for relevant payment authorisation and financial controls.
- Ensure full integrity of all aspects of financial information and compliance with DPCF financial policies.
- Ensure compliance with all funding bodies.



- Preparation of financial projections for funding applications.
- Deal with related claim queries from funders in a timely manner – providing related information. Complete reports for Grant finance reporting, including audit and verification visits.
- Prepare year end management accounts (providing information to external accountants and where appropriate auditors)
- Prepare the annual reporting forms and ensure timely filing of statutory accounts in compliance with Companies House and the Charity Commission.
- Liaise with the Land and Property service when necessary.
- Source suppliers/services.

Administration:

- Provide a Secretariat role for DPCF at their monthly meetings which will include the keeping of records/minutes and ensuring the adequate information is supplied i.e. Agenda, previous minutes and any tabled reports.
- To represent DPCF, minute and report at meetings that are of interest to or will benefit DPCF.
- To assist, when required, with the preparation of various meetings and/or presentations and DPCF publications.
- To undertake general office duties including telephone duties, word processing, filing, photocopying, maintaining accurate and up to date records.
- To ensure timely delivery of all reports and administration.
- Assist with ad hoc projects and events as required.
- Any other reasonable duties consistent with the aims and objectives of the organisation.



PERSON SPECIFICATION

Essential Criteria

- Third level education / Accounting Technician qualification or equivalent and a minimum of two years' experience working in a finance role to include
- Experience in HMRC payroll and VAT reporting.
- Experience of Microsoft office to include; Word; Excel; PowerPoint; Publisher and Outlook.
- Experience of using accounting software.

Or

- Minimum of 5 GCSEs (or equivalent qualification) grade C to A)
Must include English and Maths
- Minimum of Five years' experience working in a finance role and administration role to include
- Experience in HMRC payroll and VAT reporting.
- Experience of Microsoft office to include; Word; Excel; PowerPoint; Publisher and Outlook.
- Experience of using accounting software.

Skills:

- Ability to meet strict deadlines and perform duties unassisted.
- Excellent verbal and written communication skills.
- Excellent attention to detail and accuracy.
- Good interpersonal and team working skills.



Knowledge/Values:

- A Commitment to Company Policies and Practices.
- A Commitment to Community Development Values and Approach

Personal Attributes:

- Honest and trustworthy.
- A flexible approach to working hours.
- An ability to deal with confidential information.
- A friendly approachable manner
- An ability to work as a fully integrated team member.
- An ability to work under Pressure

Desirable Criteria:

- Third level education
- Accounting Technician qualification or equivalent
- Experience of working in the community/voluntary sector.
- Experience of completing funding applications and returns.
- Experience of compliance with the Charities commission, HMRC, pension regulator and Companies House.
- Experience in end of year statutory account preparation.
- An understanding of the needs and challenges faced by people living in deprived communities.
- An awareness of issues affecting the community/voluntary sector.