

Supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).



## **Job Description**

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**Job Title:** **Finance Support Worker**

(Peace Plus: Shared Agenda for Peace and Our Generation projects)

**Salary:**  £21,000

**Reporting to:** Finance Manager

**Location:** YouthAction: Belfast: 14 College Square North, Belfast, BT1 6AS

**Contract:** 1st September 2024 – 31st March 2028

**Working Hours:** 35 Hours per week

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**YouthAction**

YouthAction NI is an outward and forward-looking learning organisation with a conscious and evolving leadership culture that embraces self-evaluation and continuous improvement to best meet the changing needs of young people through youth work and youth arts. It is a membership-based youth work and arts charity that actively works with young people as partners to tackle inequalities in their lives. Through such intention and purpose our mission is to: improve their life chances; inspire them as activists; grow inclusive and outward looking communities; and build a peaceful and shared society.

The organisation has regional bases in Belfast (College Square North), Newry, Armagh, Kilkeel, Enniskillen and Derry/L’Derry. This Finance Support worker will be based at the Belfast office (College Square North) and be flexible to support project partners in their specific locations.

As part of our strategic goals, we strive for a sustainable and robust financial base that is used for high quality youth work and value for money outcomes. We demonstrate the highest levels of governance and operational excellence within a clear constitutional and legal framework.

**Company Benefits**

* Inclusive and Friendly Working Environment
* Attractive annual leave with length of service rewards
* Allocated well-being days at Christmas
* Occupational Family Friendly Policies
* Occupational Sick Pay
* Investors in People

**Core Duties**

Support the Finance Manager and finance team at YouthAction Northern Ireland, specifically in relation to the PEACEPLUS programme.

* Provide financial assistance to PEACEPLUS project co-ordinator(s) and youth workers.
* Produce and input the quarterly claims on the JEMS system for the verification process and work closely with the appointed Financial Controller including vouching visits.
* Produce relevant department sage reports to enable the production of the quarterly JEMS reports.
* Provide regular and accurate uploads on the SEUPB JEMS related to the PEACEPLUS projects, including support to partners.
* Process all income and expenditure related to PEACEPLUS projects including claims.
* Assist PEACEPLUS partners to follow all SEUPB financial requirements.
* Follow PEACEPLUS financial regulations when processing payments.
* Work with the Finance Manager in all aspects of budget preparation, reporting and financial verification.
* Contribute to YouthAction Northern Ireland’s financial systems, procedures and policies, adhering to the highest and most robust standards.
* Ensure all financial systems are maintained to the highest standards to ensure a robust audit trail of financial information (including paid accounts, receipt books, invoicing, lodgements, purchase orders, journals, bank accounts, excel spreadsheets etc.).
* Support the processing of all accounts onto SAGE monthly, accurately and reconcile to bank.
* Provide financial information and reports to Finance Manager as requested.
* Support the maintenance of a robust paper trail for auditing purposes.
* Maintain good records, filing systems, both manually and electronically.
* Support the Finance Manager in preparing financial updates for the Board of Directors.
* Support the organisational commitment and practices to its vision for sustainability.

**Team member (YouthAction community)**

* Make a positive contribution to the finance team (Finance Manager and Finance Assistant).
* Have Job Chat interviews with the Finance Manager/HR.
* Support the organisational fundraising strategy and flagships events through contribution and participation.
* Support the broader finance/administration team including foyer cover at times as required.

**General**

* Problem-solve in a manner that maintains emotional control.
* Have a growth mind-set that brings out the best in one another as part of the YouthAction community.
* Apply routine, disciplined and thorough attention to all finance/administration.
* Reflect the ethos, policies and practices of YouthAction Northern Ireland and demonstrate integrity, maturity and good judgement at all times.
* Adhere to YouthAction Northern Ireland’s policies and procedures at all times.
* Complete any other duties as directed by YouthAction Northern Ireland.

*The above describes a broad range of duties and is not intended as a complete description of all tasks.*

**Personnel specification: Criteria for the Role**

**Essential Criteria:**

* A minimum of 2 years’ experience of working in a busy finance/accounts environment.
* Ability to work to tight deadlines and to work with charity pressures and financial targets by maintaining a growth and balanced mind-set.
* Plan and organise in a timely manner.
* Excellent interpersonal and communication skills.
* Computer literate and experienced in Microsoft office software (Excel, Word, PowerPoint).
* Literacy and numeracy competence.
* Experience of handling cash, lodgements, making payments, organising bank accounts and keeping robust audit trails.
* Dealing with external partners in an efficient and effective manner.
* Ability to gather and analyse information.
* Contribute as an effective team member and contribute to healthy working relationships.

**Desirable Criteria:**

* Experience on Sage accounts packages.
* Previous experience in a charitable sector.
* Understanding of the youth work/youth arts/peace-building sectors.

Closing Date for applications: 4pm on Wednesday 14th August 2024