

We are recruiting

Finance

Assistant



Women's Aid
 **FOYLE**

Foyle Women's Aid



Foyle Women's Aid is a charity based in Derry ~ Londonderry, Northern Ireland. We exist to eliminate domestic abuse and sexual violence, through raising awareness, preventive educational advice & support. Our domestic abuse & sexual violence services cover Derry~Londonderry, Strabane, Limavady & Dungiven

About Us

→ Our Vision →

We will create a centre of excellence that leads in partnership working to develop and sustain non-violent healthy communities in the North West.

→ Our Purpose →

We exist to eliminate violent behaviour by supporting all victims of abuse through support, prevention, protection and justice.

→ Our Values →

Respect

We treat others with equality and fairness

Understanding

We strive to understand the needs, fears and wishes of others

Shared Learning

We are committed to exchanging knowledge, experiences and ideas

Trust

We will build open and honest relationships and act with integrity and confidentiality

Non-Judgemental

We respect the right to hold opinions and the choices of others even though they might be different from our own

Challenge

We advocate and question to empower all to make changes and reach their goals

↓ Our Core Aims

- To provide temporary accommodation to women and their children suffering mental, physical or sexual or financial abuse within the home.
- To encourage women to take control of their own future, whether this involves returning home or beginning an independent life.
- To recognise and care for the emotional needs of the children and young people involved.
- To offer support and advice to any woman who requests it, whether or not she is living in temporary accommodation and to offer supportive aftercare to women moving on.
- To educate and inform the public, the media, the courts, social services and other agencies, always mindful of the fact that the abuse of women is a direct result of the general position of women in society.

Job Summary

POSITION	Finance Assistant
LOCATION	Foyle Women's Aid: Foyle Trust Area, Strabane & Limavady Council Area
SALARY	from £23,460- £24,775pa
HOURS OF WORK	35 hours per week

Time-off-in-lieu (TOIL) is available for additional hours worked in accordance with the policy.



ABOUT THE JOB

We are seeking a suitably experienced assistant to work in support of the Finance Manager in the day-to-day financial work associated with Foyle Women's Aid and the Family Justice Centre. We would welcome applications from candidates with experience of working in a finance office/function with experience of bank reconciliation, invoicing, processing payments and using software packages. Having meticulous attention to detail the ability to prioritise own workload and excellent organisational skills is important.

We would also welcome applications from those who may be keen to return to work after a period of unemployment or from those who may be keen to extend their skills and take a course of study in finance.

Benefits

∨ What we can offer

Pension

Employer Pension Contribution 8%

Health Insurance

Enrolment in FWA Private Medical Insurance Policy

Wellbeing Program

Inspire Employee Assistance Program

Holidays

25 Days Holiday paid plus bank holidays.
Additional holidays for length of service

Team

Working with a team of people who are specialised in supporting victims of DASV

Training

Ongoing training and access to Continuing Professional Development.

Parking



KEY RESPONSIBILITIES

The Finance Assistant will assist the Financial Manager in the day-to-day running of the Finance Department.

KEY DUTIES AND RESPONSIBILITIES:

FINANCE

- Maintain and record transactions on Sage 50 Accounts ledgers
- Complete monthly bank reconciliations
- Maintain and record petty cash transactions on Sage 50 Accounts system
- Payment of outstanding invoices (by cheque/BACS), ensuring receipts are received for each item of expenditure and are properly filed
- Input invoices/payments onto Sage 50 Accounts system
- Record monies received by cash/cheque and make lodgements to bank
- Record cash/cheques received onto Sage Accounts 50 system
- Maintain NIHE rent and service charge accounts (invoicing and payments) for all service users and input into Sage Accounts 50 system
- Liaise with NIHE Area office regarding queries of Housing Benefit payments as required
- Assist with the financial monitoring of funded projects within the organisation
- Assist with the completion and evidencing of financial returns to funding bodies
- Liaise with statutory auditors on an ad-hoc basis as required

KEY RESPONSIBILITIES CONTINUED

SECRETARIAL DUTIES

- Assist with ordering of goods and services within the Organisation
- Maintain stock of accommodation units and offices within the Organisation
- Assist in recording and maintaining project/organisational statistical information
- Assist in the administration and recording of recruitment information

CONFIDENTIALITY/DATA PROTECTION

- Always Adhere to the FWA Confidentiality and the Data Protection Policies and Procedures, with a client-centred approach

PUBLIC RELATIONS

- Ensure that your conduct contributes to maintaining good public relations between FWA and other agencies/stakeholders.

SUPERVISION & TRAINING

- Be aware of your own training needs and attend relevant training courses in consultation with your Line Manager.
- Prepare for and positively contribute to your Performance Development Reviews (PDRs).
- Prepare for and regularly attend team meetings and other local meetings as and when required

KEY RESPONSIBILITIES CONTINUED

FUNDING

- Support the CEO and Finance Manager in fundraising activities, funding applications and monitoring of same.
- To work closely with the Finance Manager to complete funding applications and help develop a fundraising strategy.

HEALTH & SAFETY

- Ensure that Health and Safety regulations are adhered to, in accordance with the Organisational Health and Safety Policies.
- Ensure that a healthy and safe environment exists for all staff, and to contribute to a positive working environment.

ANY OTHER TASKS

- Adhere to FWA and Foyle FJC policies and procedures at all times

THE JOB DESCRIPTION IS INTENDED TO INDICATE THE BROAD RANGE OF RESPONSIBILITIES AND REQUIREMENTS OF THE POST AND IS NEITHER EXHAUSTIVE NOR PRESCRIPTIVE. THE POST-HOLDER IS THEREFORE EXPECTED TO UNDERTAKE ANY OTHER DUTIES AS MAY BE REASONABLY REQUIRED.

Criteria

01 Education & Qualifications

ESSENTIAL

Minimum of 5 GCSE's including Maths and English (grades A-C) or equivalent.

DESIRABLE

A finance qualification or admin qualification of which finance was a component part.

02 Experience

ESSENTIAL

Possess at least 2 years' relevant experience in a role within a finance department or administrative role of which finance responsibilities were included in the duties.

Experience of undertaking bank reconciliations, invoicing, payments processing and other financial processes.

03 Knowledge and Skills

ESSENTIAL

Good knowledge of software systems used in finance and of applying these in a work context.

Ability to use Microsoft office, Excel and reporting facility.

04 Personal Attributes

ESSENTIAL

Demonstrate excellent organisational skills with the ability to pay attention to detail and a high level of accuracy.

Ability to prioritise own workload and work to tight deadlines.

Have strong interpersonal skills and the ability to communicate well with colleagues, external suppliers and others.

Ability to work effectively as part of a small team.





How to Apply ?



Application Form Only
CVs will not be accepted

For APPLICATION FORM please visit our website:
www.foylewomensaid.org/recruitment/

or email: jarmila.slugocka@foylewomensaid.org

Deadline for applications:
Monday 2nd September 2024 at 12 noon.