



**YOUTH INITIATIVES**

is inviting applications for the posts of

## **Office & Finance Support Worker**

Youth Initiatives NI is a cross-community youth work organisation that aims to awaken hope, inspire initiative and mobilise young people to make a vital contribution to their community and to reconciliation in Northern Ireland.

The YI Office & Finance Support Worker provides key organisational support and administrative oversight to maintain and implement Youth Initiatives NI's financial systems, procedures and policies. The role includes supporting the Office and Finance Manager alongside key youth work staff. The finance support worker is responsible for administering key grandstand grant finance reporting, processing weekly expense claims, credit card statements and gift aid claims and other finance and administration tasks.

The YI Office and Finance Support Worker assists the Office Manager and Finance Officer while practically supporting the youth workers and the wider staff team to accomplish our mission to young people and needs to embrace and own the mission and vision of YI to do so.

5 days per week

Salary: £21,000 - £25,000 pro-rata

*For an application pack with full details of the position please send a stamped S.A.E. to:*

YI Office & Finance Support Worker,  
Youth Initiatives,  
50 Colin Road, Belfast,  
BT17 0LG

*or email [office@youthinitiatives.com](mailto:office@youthinitiatives.com)*

**Closing date for applications is 12 noon Monday 26<sup>th</sup> August 2024**

Applications received after this deadline may not be accepted

*Youth Initiatives is an Equal Opportunity Employer*