



## YOUTH INITIATIVES

### Job Description

**Title: YI Office & Finance Support Worker**

#### **Summary of Main Responsibilities**

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.

#### **Key tasks:**

1. YI Financial Bookkeeping
  - Assist with Processing YI weekly expense claim forms
  - Assist with monthly credit card statement reconciliations
  - Process and Complete Gift Aid claims and returns
2. Grant Financial Administration
  - Working alongside stakeholders for project financial budgeting and report management
  - Grant financial management in partnership with YI project managers
3. Administrative Support
  - Assist the Office and Finance Manager with general administrative duties in an efficient and effective manner
  - Respond to telephone/email enquiries
4. Some diverse HR responsibilities in order to aid the Chief Officer and Management team.
5. To participate in the staff responsibilities of Youth Initiatives staff. This includes staff meetings, training and development, administration and fundraising duties, staff residentials and assistance in other Youth Initiatives projects and other tasks and responsibilities as needed for the Youth Initiatives.

#### **Work Pattern and Location**

The YI Office & Finance Support Worker will work an average of 37.5 hours per week, Monday to Friday between 9.00-17.00. The location of the post will be based in the YI Regional Office at 50 Colin Road, Belfast, BT17 0LG.

**Youth Initiatives (NI)** • 50 Colin Road • Belfast BT17 0LG

**TEL** +44 28 9030 1174 **E-MAIL** [office@youthinitiatives.com](mailto:office@youthinitiatives.com) **WEB** [www.youthinitiativesni.com](http://www.youthinitiativesni.com)

*Youth Initiatives (Northern Ireland) is registered as a company limited by guarantee  
in Northern Ireland No NI622215 • Registered Charity Number NIC100849*





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### Support and Supervision

The YI Office & Finance Support Worker is responsible to the Office Manager and Finance Officer. The Management Team has directive and coordinating responsibility overseeing the projects of Youth Initiatives. The Office & Finance Support Officer will work closely with the Management Team and Office Manager in this aspect of project development. Individual support will be arranged in consultation with the Chief Officer and Office Manager.

### Holidays

20 days per annum, plus 9 statutory days pro rata.  
Annual leave should be requested in advance as noted in the staff handbook.

### Salary

£21,000 - £25,000 per annum pro-rata

## Person Specification

### Experience

#### *Essential*

- Good knowledge of Microsoft Office applications, e.g. excel, word, etc.
- Previous experience with grant fund reporting
- Third level qualification
- Driving Licence

#### *Desirable*

- Good knowledge of QuickBooks
- Experienced with payroll (preferably BrightPay)

### Personal Attributes and Other Requirements

- A passion for professional youth work and Christian youth ministry
- Can do attitude - offering support to others when needed
- A responsible, mature and flexible approach
- The right to work in the UK

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