**ABC Community Network**

**Job Description**

**Organisation:** ABC Community Network

**Job Title**: Finance Administrator Part-time 16 hours/ 2 full days a week

**Salary:** £14 per hour

**Location**: Magharee House, Thomas Street, Portadown

**Reports to**: Network Manager

**Purpose of the Post**

The post holder will administer the financial regulations of ABCCN to help it support the development and delivery of community development initiatives, activities, and programmes.

The post holder will ensure ABCCN meets the financial requirements of its funders and auditor.

**Main Duties:**

1. Ensure all finances for ABCCN projects, activities, and services are accurately allocated to their respective budgets, forecast potential deficits, and propose appropriate action to rectify.
2. Develop and administer key financial administrative policies and procedures to ensure ABCCN adheres to its legal and statutory responsibilities.
3. Participate in negotiating with funders regarding the reallocation of budget priorities.
4. Participate in producing financial projections for the Network Manager and ABCCN Trustees
5. Identify likely income sources and prepare tenders and funding applications.
6. Develop financial statements and reports, ensuring ABCCN meets expenditure outcomes and deadlines of funders.
7. Maintain accurate financial statements for all projects
8. Maintain a vigorous invoicing regime, ensuring full and prompt payment for ABCCN services.
9. Prepare financial costs for learning and training services for groups and members.
10. Develop and maintain good working relationships with staff, trustees, funders, facilitators, and members.
11. Attend staff meetings and other meetings as required.

**General Duties:**

1. Undertake any other appropriate duties which may reasonably be allocated from time to time.
2. Support other staff members as required.
3. Provide meet and greet services as required.