



PEACE OF MIND LEAD PARTNER FINANCE & CLAIM ADMINISTRATOR APPLICATION PACK

A project supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB)



PEACEPLUS
Northern Ireland - Ireland

Co-funded by the
 European Union |  UK Government



Rialtas
na hÉireann
Government
of Ireland



The
Executive Office
www.executiveoffice-ni.gov.uk

JOIN THE TEAM



Joining VERBAL means becoming part of a dynamic team committed to fostering inclusivity and amplifying diverse voices. If you are passionate about making a meaningful impact, eager to embrace creativity, and ready to support individuals in finding and sharing their unique narratives, then VERBAL is where you belong. Here, you will play a crucial role in helping people tell their stories and in building a community where every story matters.

Our Values

Our values aren't just words on a wall; they are integral to who we are and how we operate daily. They were chosen collaboratively by our team, and they shape every interaction and decision we make.

WE ARE INCLUSIVE :

We make it our mission to meet people where they are, breaking down barriers to ensure everyone can engage and thrive.

Your efforts will help enhance the wellbeing of those we serve, creating a truly inclusive environment.

WE FOCUS ON QUALITY:

We listen closely to understand the unique needs of our users and continually improve our programs to meet those needs. Your dedication to quality will ensure we provide the best support possible.

WE LOOK TO CONTINUALLY GROW:

We embrace a culture of exploration and learning. You'll be part of a team that constantly challenges the status quo, seeking innovative ways to make a positive impact.

WE CONNECT:

We believe in engaging the imagination, fostering rapport, and encouraging creativity in all our interactions. Your ability to connect with others will help build strong relationships and inspire new ideas.

WE WORK IN PARTNERSHIP:

We value strong, lasting relationships with our partners. Working with us means collaborating towards common goals and making a greater impact together. Your collaborative spirit will be key to our success.

Join Verbal: Where Your Wellbeing and Satisfaction are our Priority

At Verbal, we place immense importance on cultivating a vibrant and supportive culture. Our commitment to employee satisfaction and wellbeing is reflected in our comprehensive approach, including bi-monthly staff satisfaction and wellbeing surveys. These surveys allow us to continuously analyse and enhance every team member's experience within our organisation. Additionally, our dedicated wellbeing committee meets monthly to develop strategic initiatives aimed at promoting and enhancing your wellbeing.

89%

Of our staff find their jobs meaningful

90%

Of our staff report being satisfied within their role.

93%

Of our staff know how their role contributes to the organisation



Our Vision is a
world where
**EVERY
STORY
MATTERS**



PEACEPLUS
Northern Ireland - Ireland
Co-funded by the
 European Union |  UK Government



Riailtas
na hÉireann
Government
of Ireland



The
Executive Office
www.executiveoffice-ni.gov.uk



VERBAL was first established in 1992 and has been designing, developing & delivering language arts-based projects with vulnerable individuals and marginalised communities for over 30 years.

THE WORK THAT WE DO

WE DELIVER CREATIVE INTERDISCIPLINARY PROGRAMMES
IN THE AREAS OF



MENTAL HEALTH & WELLBEING



COMMUNITY DEVELOPMENT & RECONCILIATION



CREATIVE DEVELOPMENT

OUR PROCESS

Psychology team build the curriculum

Our psychology team work to ensure each programme follows a specified curriculum that will guide the participant through a tailored journey.

Story creation

Verbal's Literary Editor will then research the perfect reading material that will match the psychology reviewed curriculum and the particular group we are working with.

Delivery of programme

This is where the magic unfolds, as we engage with community groups. Here, we witness the transformative power of words and stories and the profound impact they can have on individuals. This is where our Wellbeing Facilitators really add value to our organisation.



Co-production

We co-produce our programmes with our participants ensuring their true voices are heard.

Psychology & CBT

Our psychology team embed within the reading material structured discussion intervals. These are designed to prompt participants to reflect on the content. Using questions and conversation starters.

Content testing

Before we introduce our material to the groups we always test with a testing group to ensure that we have produced the highest quality programme for our participants.

Impact reporting

Finally, We produce evidence based reports that reflect how our programmes have impacted those with whom we serve.

At Verbal, our commitment to excellence is deeply rooted in evidence-based research. Every project we offer is carefully co-designed, drawing from the latest findings in the fields of psychology, literature and co-production. Verbal's projects both contribute to and draw from pioneering research on the comprehensive advantages of arts-based interventions. We're constantly evolving, ensuring our work remains at the forefront of the field, adapting based on our findings and global advancements.

JOB SUMMARY

As part of our recent funding from PEACEPLUS, and in our role as lead partner, we are seeking a **Peace Of Mind Lead Partner Finance & Claim Administrator** to oversee all claims & related administrative tasks

As Peace Of Mind Lead Partner Finance & Claim Administrator your responsibilities will include;

- Liaising with external stakeholders on funding claims
- All administrative tasks related to claims
- All financial reconciliation on related claims

JOB TITLE: PEACE OF MIND LEAD PARTNER
FINANCE & CLAIM ADMINISTRATOR

REPORTING TO: CORPORATE SERVICES MANAGER

ACCOUNTABLE TO: CORPORATE SERVICES MANAGER

SALARY: £27,741 PER ANNUM

CONTRACT: 36 HOURS PER WEEK
3 YEAR FIXED TERM

LOCATION: DERRY~LONDONDERRY OFFICE

IN EXCHANGE FOR YOUR EXPERTISE WE
WILL OFFER YOU

**PRIVATE MEDICAL INSURANCE
CRITICAL ILLNESS COVER
LIFE COVER
EVERYDAY MEDICAL CASH PLAN
ENHANCED PENSION COVER
24 DAYS HOLIDAYS PLUS 11 BANK HOLIDAYS**

A project supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB)

JOB DESCRIPTION

The Peace Plus Programme is an initiative that aims to promote peace, prosperity and reconciliation in Northern Ireland and the border counties of Ireland. The **Lead Partner Finance and Claims Administrator** for Verbal's PEACEPLUS Programme will manage the financial aspects of the funded project, ensuring compliance with programme guidelines.

Duties & Responsibilities

Financial Management

- Overseeing the budgeting, accounting and financial reporting for the PEACEPLUS Programme
- Ensuring that all financial activities comply with the regulations and guidelines set by the programme
- Preparing financial statements, forecasts and reports.
- Preparing accurate and timely financial reports for Corporate Services Manager

Claims Processing

- Managing the submission and processing of claims for payment under the programme
- Verifying the accuracy and eligibility of costs submitted in claims
- Liaising with project partners and stakeholders to ensure all documentation is correct and submitted on time
- Uploading of all relevant claims onto SEUPB software

Compliance & Auditing

- Ensuring that all financial transactions and claims adhere to the programme's compliance requirements
- Assisting in internal and external audits by providing necessary documentation and information
- Monitoring expenditures to ensure they are within the agreed budget and align with the programme's objectives
- Ensuring transparency and accountability in financial reporting processes for SEUPB
- Ensuring that all financial records and transactions are accurately documented and readily available for audit purposes in all cases for SEUPB
- Maintaining confidentiality and comply with GDPR requirements in line with the organisation's GDPR policy and procedures

Coordination & Support

- Working closely with the Programme Manager and Project Co-ordinator to support the financial aspects of project implementation
- Providing advice and guidance to partners on financial management and claims processes to ensure smooth operation

Documentation & Record- Keeping

- Maintaining accurate and up-to-date financial records and documentation related to the PEACEPLUS Programme
- Managing the storage and retrieval of financial and claims related documents for auditing and reporting purposes

Reporting

- Preparing regular financial reports for the programme management and funding bodies
- Analysing financial data to provide insights and recommendations for project improvement

ADDITIONAL RESPONSIBILITIES

- Committed to and adhere to Verbal's vision, mission and values.
- Actively engage in staff meetings
- Actively engage in training as & when necessary
- To comply with Verbal's Safeguarding policies and procedures and with National Guidance. Comply with Verbal's code of conduct
- Actively consider the involvement of funders and partners with whom we work, in all areas of practice
- Observe all Health & Safety requirements
- Work within and promote policies in relation to Equal Opportunities and anti-discriminatory practices

Other information

- **Safeguarding Policy**

In line with the organisations Safeguarding policy this position is subject to Access NI checks Full adherence with this process will be requested in the event of a successful application

- **Accessibility**

If you require copies of documentation in alternative formats, for example large print, please contact clare@theverbal.co. If you require any particular requirements, should you be invited to interview, please make this clear in your application

For background information on the organisation , please visit our website www.theverbal.co

NOTES

This job description describes the principal purpose and main elements of the job. It is a detailed guide to the nature of the main duties as they are currently envisaged but is not intended as a wholly comprehensive or permanent schedule of tasks. The post holder will be expected to work flexibly to changing business needs.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

	Criteria	Assessment	Stage
1	Experienced Finance administrator with a minimum of 5 years experience in a Finance & Administrative role	CV application	1
2	Proven understanding of financial and accounting principles	Application form / Interview	2/3
3	Proven experience in preparing financial reports for various stakeholders	Application form/ Interview	2/3
4	Proven experience in financial management and procurement processes	Application form/ Interview	2/3
5	Knowledge of GDPR requirements and maintaining confidentiality in financial records	Application form/ Interview	2/3

DESIRABLE CRITERIA

	Criteria	Assessment	Stage
1	Experience with carrying out internal and external audits	Application form/ Interview	2/3
2	Experience liaising with project partners and stakeholders	Application form/ Interview	2/3
3	Experience working with SEUPB in a similar role	Application form/ Interview	2/3

PERSON SPECIFICATION

CONDITIONS OF EMPLOYMENT

	Criteria	Assessment
1	Right to work in the UK	Provide original right to work documentation
2	Provide 2 satisfactory references	Provide name and contact details of relevant referees

Notes

Verbal operates a child protection policy
Verbal is an equal opportunities employer

**TO APPLY SEND YOUR CV TO
clare@theverbal.co**



VERBAL
Stable Lane & Mall Wall
Bishop Street Within,
Derry-Londonderry
BT48 8PU
T: 02871266946
E: info@theverbal.co



**Rialtas
na hÉireann**
Government
of Ireland

