



**COMMUNITY RESTORATIVE
JUSTICE IRELAND**

Post for Administrator

Job Title:	Administrator
Accountable to:	Finance Manager
Salary:	£26,325.00 pro rata (£17,550 per year for 25 hours)
Location:	Central Office, Falls Road, Belfast
Pension:	4% Employer pension contribution

Job Background

The post holder will join a developing small team of the finance & Administration Department and will support the team's objective of delivering a high-quality administration service to projects within CRJI.

The post holder will support the work of the Finance Department by leading project administration for a number of projects within CRJI.

The post holder will be based at premises in Falls Road office.

Main Responsibilities and Accountabilities:

The role holder will support the Finance Manager by;

- *Serve as the first point of contact for CRJI via face-to-face and telephone*
- *Provide administrative support to the Project Coordinator(s).*

- *Preparing project invoices for payment, following the correct financial procedures.*
- *Cover reception in our central office, maintain area and undertake other tasks such as emailing, filing, scanning documents and other administrative duties*
- *Work along side finance team to maintain project budgets*
- *Oversee and maintain initial contacts with all stakeholders via telephone and email and verification meetings.*
- *Preparing weekly payment runs for assigned project(s)*
- *Attend project and staff meetings when required*
- *Maintaining a strict code of confidentiality with all matters regarding the service*
- *Undertake other duties as delegated from time to time by the Finance Manager or other person(s) designated in their absence.*
- *Work with all CRJI staff to ensure a quality service is consistently delivered to all stakeholders*

Status of the Job Description

This job description is not incorporated into the employee's employment contract. It is intended as a guide and should not be viewed as an inflexible specification. It may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to objectives agreed with the line manager.



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Person Specification

Essential Criteria

- *5 GCSEs at Grade C or above including Mathematics and English Language (or equivalent)*
- *At least 2 years' experience in a similar role*
- *Proficient in working knowledge of MS Office -Word, Outlook, PowerPoint, and Excel.*
- *Excellent verbal, written communication skills.*
- *Flexible and positive approach.*
- *Able to prioritise and complete tasks within tight deadlines.*
- *Ability to work to high standards of accuracy.*
- *Strong organisational and time management skills*
- *Self-motivated with the ability to use own initiative*

Desirable Criteria

- *Other relevant qualification(s) (e.g., finance, administration, policies, and HR)..*
- *Work experience in the community/voluntary sector.*
- *Can worked on own initiative and as part of a team.*
- *Advanced organisational and administration skills.*
- *Capable of efficient time management and meeting deadlines.*