

**Candidate Information Pack**

**FINANCE AND ADMINISTRATION OFFICER**

FOR PEACEPLUS PROJECT

**Centre of Participation, Wellbeing, and Shared Learning Hub at Ballykinlar**

**Closing Date**

**Wednesday 15th January 2025 @ 3pm**

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

 **Job Description**

**Job Title:** Finance and Administration Officer

**Reference No:** COPWSLH /001

**Organisation:** Co. Down Gaelic Athletic Association (GAA)

**Location:** 2B Sand Lane, Ballykinlar, Downpatrick, Co Down, BT30 8DL

**Salary:** £29,439

**Hours:** 37.5 hours

**Contract Period:** 31st December 2028, with possibility of extension

**Reports to:** Secretary of Co. Down GAA

**1.0 Background to Co. Down GAA**

Down GAA is one of the 32 county boards of the GAA in Ireland and one of the 9 based in Ulster. The Down County GAA Committee (Down GAA) oversees and manages the business of the GAA in County Down. It provides strategic direction and support for the County's 48 GAA Clubs and organises a number of County-wide activities and initiatives

Down GAA has an active and robust presence in every part of the County and has a proven track record of operating at the heart of local communities for the whole of family, for the whole of life – a community driven amateur phenomenon. Clubs are rooted in local parishes/communities and therefore place and where people are from persist as key GAA drivers.

Down GAA has circa 25,000 members playing Gaelic Games and participating in activities of the Association throughout the County. On the field Down has been one of the most successful Counties in Ulster. From its first All-Ireland Senior Football win in 1960 Down went on to win further All Ireland Senior titles in 1961, 1968, 1991 and 1994.

The Down GAA Family includes not just the Men/Youth Football and Hurling, but Ladies Gaelic Football Association (LGFA) and Camogie (The Camogie Association). Other activities include:

* + Handball and Rounders.
	+ Gaelic for Mothers and Others
	+ Gaelic for Lads and Dads
	+ Wheelchair Hurling
	+ GAA Fun for All Initiative
	+ And others.

**2.0 Background to Project**

Down Gaelic Athletic Association (Down GAA) has been successful in its funding bid for Investment Area 1.4 of the PEACEPLUS Programme, securing €15,383,951.00 for the development of the Ballykinlar Centre of Participation, Wellbeing, and Shared Learning Hub (COPWSLH).

Down GAA will act as lead partner, with the support of our main project delivery partners, Co-operation Ireland and County Down Rural Community Network (CDRCN).

This project is supported by the PEACEPLUS Programme, managed by the Special EU Programmes Body (SEUPB). It represents a funding partnership between the European Union, the Government of the United Kingdom of Great Britain and Northern Ireland, the Government of Ireland, and the Northern Ireland Executive.

The PEACEPLUS Re-imaging Communities Programme funding will bring a historic project to reality. The proposed 30-acre development will include:

* 4 full-size GAA grass pitches (3 of which are floodlit)
* A covered spectator seating area
* Indoor Multi Use Games Area (MUGA)
* Walking Trail
* Gym/Fitness Suite
* Heritage Museum/Interpretive Centre
* Administrative Block and Community Facilities



The project evolved from a historic agreement between Down GAA and the Ministry of Defence, which led to a lease for Down GAA to develop part of the Ballykinlar estate.

This iconic project will significantly change the local landscape and provide an inclusive shared space for local sporting, community, heritage, peacebuilding and capacity-building activities and programmes. Drawing on the knowledge, skills, and experience of our main partner organisations, the project will also help address a deficit in social and community infrastructure, contributing to rural regeneration, improved health and wellbeing, and building a more cohesive society.

**3.0 Purpose of the Role**

The Finance and Administration Officer is responsible for providing financial management, oversight, and administrative support for the Centre of Participation, Wellbeing, and Shared Learning Hub (COPWSLH).

**The Finance and Administration Officer will serve as the central point for advice and guidance to Co. Down GAA on all financial and administrative matters pertinent to the project and must work closely with SEUPB to ensure that all required project deliverables are achieved to a high-quality standard.**

**3.1 Responsibilities**

* Facilitate the successful delivery, implementation, and administration of the COPWSLH Project's financial and administrative elements per Co. Down GAA and SEUPB policies and procedures.
* Establish and maintain suitable financial systems and processes to record information on payments, expenditures, claims, irregularities, forecasting, and other financial and supporting information to aid the submission of claims to SEUPB for reimbursement.
* Compile and produce financial information, accounts and reports for the Project Board, Co Board Management and other key partners and stakeholders as required.

Prepare monthly, quarterly and annual returns for SEUPB as required, using the requisite platforms and templates provided by SEUPB.

* Manage advance payments requests for SEUPB funds liaising with Project Partners as required- using the requisite platforms and templates provided by SEUPB.
* Report regularly on actual, forecast and budget expenditure.
* Provide advice and guidance to Co. Down GAA Staff and Project Partners on the requirements and practices for maintaining financial records, claims, and audit information and recommend improvements where appropriate.
* Liaison with the appointed external controller to submit all claims for verification within required timescales.
* Ensure adherence to SEUPB procurement rules and provide advice, direction, and guidance on the key principles of public sector procurement.
* Ensure the timely distribution of payments to suppliers and Project Partners in line with Co. Down GAA and PEACEPLUS Programme policies and procedures.
* Develop and implement procedures which support efficient and effective administrative processes.
* Collect information for monitoring and evaluation purposes.
* Participate in regular training provided by SEUPB and as directed by Co. Down GAA.
* Support, manage, and motivate other staff, as directed by Co. Down GAA, to ensure the successful delivery of all financial and administrative responsibilities.
* Foster good working relationships with all Co. Down GAA Staff, appointed Personnel, and Project Partners, contributing to the project's aims and objectives.
* Undertake all duties in such a way as to protect and enhance the reputation and public profile of Co. Down GAA and the COPWSLH Project.
* Undertake other relevant duties as may be required from time to time.

**This job description has been written during a time of significant organisational change, and it will be subject to review and amendment as the demands of the role and the organisation evolve. Therefore, the post-holder must be flexible, adaptable, and aware that they may be asked to perform tasks, duties, and responsibilities that are not specifically detailed in the job description but are commensurate with the role.**

**3.2 Essential Criteria**

**Applicants must, as at the closing date for receipt of application forms, either:**

**•** Possess a third-level qualification in a relevant subject such as Finance, Accountancy, Information Systems or an equivalent qualification and be able to demonstrate in the application form, by providing personal and specific examples, at least **two year’s** relevant experience in each of the following areas (a-c);

**OR**

**•** Be able to demonstrate on the application form, by providing personal and specific examples, at least **five years’** relevant experience in each of the following areas (a-c):

**(a) Financial management of capital and revenue projects and programmes, including monitoring financial performance and preparation of estimates and forecasts;**

**(b) Managing and developing financial systems and processes to meet the varying business needs of funded projects and programmes; and**

**(c) Grant management including processing of claims, verification and monitoring, preparation of claims and liaison with external organisations and funders.**

**3.2.1 Desirable criteria**

**(d) Experience of working with EU funding**

**(e) Financial Management of large scale capital projects over £5m**

**Desirable criteria will be used for shortlisting purposes in the event of a large number of applicants.**

**3.3 Key Competencies**

Applicants must be able to demonstrate evidence of the following skills and attributes:

**Analytical and decision-making skills:** Attention to detail, the ability to analyse complex situations, and take appropriate and decisive action.

**Budget and resource management skills:** A full knowledge of budget preparation and managing and controlling financial and other resources.

**Communication skills:** Ability to communicate effectively with a wide range of audiences, both verbally and in writing, and deliver effective presentations that are appropriate to the audience.

**Partnership working skills:** Working with a diverse group of other professionals and volunteers internally and externally to meet common objectives.

**Continuous improvement:** Being responsive, innovative and seeking out opportunities for continuous improvement at all times.

**Systems and processes:** The ability to review and implement systems and processes required to maintain effective and compliant operational procedures and to deliver up-to-date management information.

**Technical knowledge and ICT awareness:** A good understanding of finance and information systems.

**Work planning and organisational skills:** The ability to plan and effectively prioritise work, working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

**3.4 Requirements**

The post holder may be required to travel throughout NI and the border Counties. Therefore, the successful candidate must have access to a form of transport and be prepared to travel and occasionally stay away from home overnight as and when required to perform the duties and responsibilities of the position properly.

 **3.5 Blended (Hybrid) Working**

Co. Down GAA offers a blended working arrangement based on a mix of office and homeworking. This facility will be applicable to this role after two months, following full completion of onboarding, training, and familiarisation.

**Guidance for Making Your Application**

The application should consist of:

1. **Completed Application Form; and**
2. **Completed Equality and Opportunities Monitoring Form.**

**Application Submission**

Completed applications must be submitted by email only via the address below **before 3pm on Wednesday 15th January.**

* Email – secretary.down@gaa.ie
* Please include in Subject Line of the Email ‘Finance and Administration Officer’

We will not accept incomplete application forms received after the closing deadline. Incomplete application forms will be removed during the sifting process.

**Interview Guidance for Applicants**

**Interviews have been scheduled for the week beginning 27th January 2025. Please note that this may be subject to change.**

The selection panel will assess candidates at the interview against the post's key competencies, qualifications and experience.

**Disability Requirements**

If candidates require reasonable adjustments due to disability, Co. Down GAA will make every reasonable effort to accommodate them.

**Vetting Procedures**

This post will be subject to normal vetting procedures. Successful candidates will not be appointed until this is completed.

**APPLICATION FORM**

**ROLE:** FINANCE AND ADMINISTRATION OFFICER

**REFERENCE NO:** COPWSLH /001

1. **APPLICANT DETAILS**

|  |  |  |
| --- | --- | --- |
| **Title:** | **Surname:** | **Forename:** |
|  |  |  |
| **Home Address:** |
|  |
| Post Code: |

|  |
| --- |
| **Contact Details:** |
| Daytime no: |
| Evening no: |
| Mobile no: |
| Email address: |
| Do you hold a current driving licence? | Yes/No |
| How much notice do you need to give your current employer? |  |

1. **EMPLOYMENT RECORD**

**Please start with your most recent employer. You can add or delete tables as required.**

|  |
| --- |
| Employer Name: |
| Address: |
| Job Title: | From: | To: |
| Brief Description of Duties: |
| Reason for leaving/changing: |

|  |
| --- |
| Employer Name: |
| Address: |
| Job Title: | From: | To: |
| Brief Description of Duties: |
| Reason for leaving/changing: |

|  |
| --- |
| Employer Name: |
| Address: |
| Job Title: | From: | To: |
| Brief Description of Duties: |
| Reason for leaving/changing: |

|  |
| --- |
| Employer Name: |
| Address: |
| Job Title: | From: | To: |
| Brief Description of Duties: |
| Reason for leaving/changing: |

|  |
| --- |
| Employer Name: |
| Address: |
| Job Title: | From: | To: |
| Brief Description of Duties: |
| Reason for leaving/changing: |

|  |
| --- |
| Employer Name: |
| Address: |
| Job Title: | From: | To: |
| Brief Description of Duties: |
| Reason for leaving/changing: |

|  |
| --- |
| Employer Name: |
| Address: |
| Job Title: | From: | To: |
| Brief Description of Duties: |
| Reason for leaving/changing: |

1. **EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School/College | Qualification/Level | Subject | Grade Awarded | Date Gained |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **FURTHER / HIGHER EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of University/College | Qualification/level | Subject | Grade Awarded | Date Gained |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **PROFESSIONAL MEMBERSHIPS**

|  |
| --- |
| Please provide details of any professional memberships you hold? |

1. **ESSENTIAL ELIGIBILITY CRITERIA**

|  |
| --- |
| **Possess a third-level qualification in a relevant subject such as Finance, Accountancy, Information Systems or an equivalent qualification.**Yes NoPlease include your response below, detailing how you meet the above criteria (if applicable).  |
|  |

|  |
| --- |
| **Candidates must be able to demonstrate** **at least two or five years’ relevant experience (depending on the previous response) in**  **the following areas:****(a) financial management of substantial capital and revenue projects and programmes, including monitoring financial performance and preparation of estimates and forecasts;** **(b) managing and developing financial systems and processes to meet the varying business needs of funded projects and programmes; and** **(c) grant management including processing of claims, verification and monitoring, preparation of claims and liaison with external organisations and funders.** Please include your response below, detailing how you meet the above criteria, using specific examples where possible. Please note there is a **word limit of 1000 words** for this response.  |
|  |

**DESIRABLE ELIGIBILITY CRITERIA**

|  |
| --- |
| **Experience of working with EU funding.**Yes NoPlease include your response below, detailing how you meet the above criteria. Please note there is a **word limit of 500 words** for this response. |
|  |

|  |
| --- |
| **Financial Management of large scale capital projects over £5m.** Yes No Please include your response below, detailing how you meet the above criteria.Please note there is a **word limit of 500 words** for this response.  |
|  |

1. **SPECIAL REQUIREMENTS**

As an Equal Opportunities Employer, we wish to ensure that all applicants have the opportunity to perform to the best of their ability in either a test or interview situation.

Please let us know if you require any reasonable adjustments or arrangements to enable you to attend for interview.

|  |
| --- |
|  |

1. **REFEREES**

Please provide the required information for two persons not related to you, to whom references may be sent. One of your referees must be either your current or previous employer (if any) and both should be able to comment on your ability to carry out the particular tasks of the job. Please provide your most recent previous employer if you do not wish us to contact your present employer.

Current or previous employer (if any):

|  |  |
| --- | --- |
| Name: |  |
| Job Title: |  |
| Organisation: |  |
| Address (including postcode) |  |
| Telephone: |  |

Other employer or nominated character referee:

|  |  |
| --- | --- |
| Name: |  |
| Job Title: |  |
| Organisation: |  |
| Address (including postcode) |  |
| Telephone: |  |

**(Please note Referees will only be contacted if an offer of appointment is made)**

1. **CRIMINAL OFFENCES**

*Under the Rehabilitation of Offenders (Exceptions) Order Northern Ireland, 1979, some posts are included in the list of excepted employments. As such, any criminal conviction may never be regarded as spent and must be disclosed when applying for a post.*

*It is, therefore necessary to ask these questions:*

Have you ever been convicted of a criminal offence (other than a ‘spent\*\*

Conviction under the Rehabilitation of Offenders Act (1974))?

Yes No

Are you the subject of any current or pending investigations?

Yes No

If Yes, Details (including type of offence, date, sentence, fine, etc.) are required from you and should be included in a separate envelope. The envelope will be opened only if you are considered for the appointment and will be subsequently returned to you. Such information will be completely confidential.

|  |
| --- |
|  |

Access NI checks will only be carried out in the event that you are successful at interview and the information only used for the purpose of making a recruitment decision after which it is destroyed in accordance with Access NI guidelines. A successful candidate will not be able to take up the post until enhanced Access NI clearance is obtained.

1. **DECLARATION**

I declare that the information, which I have given above, is correct.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_

**Data Protection**

*Applicants should be aware that the information provided in your application form is collected within the context of the GDPR 2018. The information will be used to enable us to consider your application for employment and to provide details for your employment contract in the event of you being successful. Although any information provided by you will be treated in the strictest confidence, it will be used to enable us to comply with our statutory duties on equal opportunities, example impact assessment, monitoring and returns and also replies to statutory questionnaires. In addition, Co. Down GAA will have to comply with any directions/orders from courts or tribunals to release documentation. This may also include referee reports. On occasion, we may also be required to provide statistical information on employees as part of an overall ongoing monitoring of employees.*

**EQUAL OPPORTUNITIES FORM**

**Monitoring Form**

**Job Ref: COPWSLH /001**

This will be separated from your application upon receipt. Please tick the relevant boxes. This information is used for monitoring of equality information only.

1. **Gender**

What is your Sex?

Male

Female

Transgendered

I do not wish to answer

1. **Date of Birth**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Sexual Orientation**

I am Heterosexual

I am Gay or Lesbian (Homosexual)

I am Bisexual

Other (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Marital Status**

Single Married

Separated/Divorced Widowed

1. **Community Background**

 I am a member of the Protestant Community

I am a member of the Roman Catholic Community

I am a member of neither the Protestant nor Roman

 Catholic Community

1. **Religious Belief**

Do you have a religious belief?

YES

NO

If yes are you:

Roman Catholic Presbyterian

Church Of Ireland Methodist

Baptist Muslim

Hindu Jewish

Buddhist Sikh

Baha’i

Other (Please Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Those with and Without Dependents**

Do you look after, or give any help or support to family members, friends, neighbours or dependants because of a long term physical or mental health problem or an issue related to old age?

Yes No

Dependants as regards young people/children

Yes No

1. **DISABILITY:**

The definition of a disability in the Disability Discrimination Act 1995 is: ‘A physical

or mental impairment which has a substantial and long-term adverse effect on a

person’s ability to carry out normal day-to-day activities.’

 Do you meet (or have you, in the past, met) this definition? **Yes No**

 **IF YES**, please tick below the heading which describes it best.

 **Mobility**

**Vision**

**Hearing**

**Speech**

**Dexterity / Co-Ordination**

**Mental**

**Learning**

**Other (Please specify) ………………………………………………………………**

1. **RACIAL / ETHNIC ORIGIN:**

**White Chinese Irish Traveller Indian**

**Bangladeshi Black African Black Caribbean**

**Black Other** (Please Specify)

**………………………………………………..………………**

 **Mixed Ethnic Group** (Please Specify)

**………………………………………………..………………**

 **Other** (Please Specify)

**………………………………………………..…………………………………….**

Thank you for taking the time to complete this form, please return in the envelope provided. All Information provided will be held by Co. Down GAA in the strictest confidence and is for monitoring purposes only.