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**FINANCE OFFICER**

**INFORMATION PACK**

**JANUARY 2025**

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**FINANCE OFFICER**

**Salary Scale: NJC SCP 21 to 25, £32,115 to £35,234**

# ***Appointment will be on a permanent basis with Hybrid working arrangements in place***

**Whilst we envisage this to be a full-time role (37.5 hours), we are open to considering a reduced number of hours and/or days to suit the successful candidate**.

# **INFORMATION ENCLOSED**

1. Job Description
2. Personnel Specification
3. Summary Terms & Conditions of Service
4. Background Note re Youth Link
5. Equal Opportunities Monitoring Form

*When you have completed this form, it should be sealed in an envelope marked "Equal Opportunities Monitoring", and returned with your CV.*

To apply for this position, please forward an up-to-date C.V. clearly outlining how you meet the essential and desirable criteria, to Maria McKenna, by email: maria@youthlink.org.uk before the closing date of: **Monday 10 February 2025 at 10.30am.**

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**FINANCE OFFICER**

**Whilst we envisage this to be a full-time role (37.5 hours), we are open to considering a reduced number of hours and/or days to suit the successful candidate**.

(Hybrid working arrangement in place)

**Salary Scale: NJC SCP 21 to 25 - £32,115 to £35,234**

**JOB DESCRIPTION**

**1. Title of Post:** Finance Officer

**2. Responsible To:** CEO

**3. Responsible for:** Financial and administrative support services, working as part of a team of staff and volunteers

**4. Main Responsibilities:**

**(a) Financial Management – to include:**

* preparation of orders in accordance with organizational procurement standards
* preparation of supplier and customer invoices and payments
* use and maintenance of computerized accounting records, currently Sage Accounts software and iBusiness Banking
* maintenance and management of all accounting records
* prepare and submit statistical and other returns to stakeholders and government bodies as required
* assist with co-ordination and promotion of events and fundraising opportunities

**Payroll:**

* processing of salary and other payments for staff using Sage Payroll
* ensuring year end annual payroll, monthly and other returns to the Inland Revenue
* manage pension contributions, liaise with pension providers and ensure adherence to Pensions Regulator stipulations submitting reports as required
* manage Cycle to Work and other relevant schemes

**Funding:**

* assist with preparation of applications to funders
* prepare financial returns to funders and facilitate verification and audit checks
* prepare, maintain systems and submit grant funding claims in accordance with funder requirements and in line with organizational standards and regulations
* support management of restricted funds, to include analysis of income and expenditure against budget, and cash flow analysis for individual project budgets

**Management Reporting:**

* produce management information to include management accounts, budgets, analysis of grant returns and cash flow analysis
* assist with and support forward financial planning and a future financial strategy for the organization
* prepare financial estimates and budgets, to include preparation of the annual budget, multi-year budgets and specific budgets for grant projects, analyse budgets against actual
* assist with the preparation of annual accounts for the charity in statutory format and liaise with external auditors
* ensure that appropriate controls, as identified in the Financial Procedures Manual, are in place to safeguard the organisation’s resources and in conjunction with Trustees review legal and financial requirements, policies and systems on an on-going basis
* attend meetings, to include Finance & Personnel Sub-Committee, and present reports to Trustees as required
* contribute to management of communications as prescribed by funders

 **(b) Staff Management**

* support the CEO with regard to human resources, staff management and other personnel issues, as required
* assist with maintenance of personnel records
* attend staff meetings and facilitate administrative staff team meetings
* contribute to the strategic development of the organisation.

**(c) Building & Asset Management**

* assist with the management of Youth Link’s premises, ensuring, in conjunction with the Executive Officer and CEO, that they are fit for purpose; to include general maintenance, organization of appropriate insurance cover, management and negotiation of appropriate supplier contracts, building and equipment maintenance etc partnered with the necessary support to ensure it is fit for purpose
* preparation and maintenance of fixed asset register
* contribute to providing an annual written report to Trustees with regard to building & asset management

5. To participate in regular supervision meetings with the relevant line manager and undertake appropriate in-service training.

6. To undertake any other duties commensurate with the grade of the post and as agreed by the CEO.

**Please be advised that this list is not meant to be exhaustive and may be added to or amended as and when deemed necessary**

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**FINANCE OFFICER**

**PERSONNEL SPECIFICATION**

This person specification outlines the essential and desirable skills required for the post.

**Shortlisting:** Applicants will be shortlisted on the basis of Essential Criteria 1-13. If the panel decide, from the information contained on your CV, that you do not meet all the essential criteria, then you will not be short listed.

**Desirable Criteria:** Desirable criteria will be applied at short listing stage should the panel decide that too many applicants meet all the essential criteria. It is important in making your CV, that, along with the essential criteria listed above, you provide sufficient detail of all the desirable criteria that you feel you meet.

#### Interviews: Candidates will be assessed using all of the essential criteria.

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| **CHARACTERISTIC** |  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | 1 | Level 4/Degree Qualification in accounting / finance or in a relevant discipline | Sage Accounts Qualification, or equivalent |
|  |  |  | Qualified Accountant with one of the CCAB (or CIMA) Bodies |
| **Experience** | 2 | At least 3 year’s experience in a finance department | Experience of financial administration in the charity sector |
|  | 3 | Experience of using Sage Accounts Software or alternative software | Experience of financial administration on a Peace funded project |
|  | 4 | Experience of operating a Sage payroll system | Previous line management / supervisory experience |
|  | 5 | Experience of managing income & expenditure budgets | Experience of leading a staff team |
| **Skills & Abilities** | 6 | Skilled in use of Microsoft Office, to include Word and Excel |  |
|  | 7 | Good communication, inter-personal and organizational skills – written (must be evidenced in application) and verbal |  |
|  | 8 | Disciplined in approach to work and able to work to a high level of accuracy |  |
|  | 9 | Flexibility, ability to multi-task, work effectively under pressure, prioritise and manage workload and meet deadlines |  |
|  | 10 | Ability to work on own initiative and as part of a team |  |
|  | 11 | Willing to work within the mission, vision and values of Youth Link |  |
| **General** | 12 | Available for occasional work outside normal office hours |  |



**BACKGROUND NOTE**

**Youth Link’s vision is of Churches working together to empower and equip leaders in youth work and ministry to help build a peaceful and just world, in which young people can flourish.**

**Youth Link’s** the inter-church youth service for Northern Ireland and was established by the Catholic, Church of Ireland, Methodist and Presbyterian Churches in 1991.

**Youth Link’s mission is to:**

* support young people to achieve their full potential; enable young people and youth practitioners to be agents of transformation and hope;
* promote and provide excellence in youth work and leadership training;
* encourage and equip young people to participate in Church and community and in the building of a peaceful and inclusive society;
* partner with Church bodies, youth organizations and relevant sectors with responsibility for young people and youth practitioners;
* facilitate the development of youth work and ministry within and on behalf of the Churches;
* integrate equity, diversity and interdependence into all aspects of policy and practice in youth work and ministry.

**Youth Link** supports the Churches in providing opportunities for young people of different traditions and cultural backgrounds to develop mutual understanding, tolerance, acceptance and respect and be active contributors towards reconciliation and building a better society.

**Youth Link** receives core funding from its member Churches and the NI Community Relations Council.

**Youth Link’s** team includes a Board of Directors and casual tutors / trainers who work alongside the full-time staff to deliver the programmes and to direct the work of Youth Link.

**Youth Link** is registered as a Company Limited by Guarantee in Northern Ireland, NI 071572; is a charity registered in Northern Ireland, NIC 103369; and is registered as a charity for tax purposes with the Inland Revenue under reference XR38102.

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**The working environment at Youth Link**

It is important to us to support our staff in every way we can. Alongside a competitive salary, we offer a range of benefits to our employees. Youth Link as an organisation is working towards a just, peaceful and flourishing society based on the common good and we seek this for our staff team too. We offer and encouraging and supportive working environment that values working interdependently and the contribution of individual staff and the team. We will celebrate birthdays and be with you when times are tough. We believe that our staff our loved by God, have a unique purpose in the world and we have the space for prayer and reflection in our working lives. We aspire to encourage staff to act justly and to love mercy and to walk humbly with your God.

 **Family Friendly and Work-Life Balance Policies**

At Youth Link, we review our policies to ensure they reflect the changing lifestyle patterns of our staff with family or other commitments. We have competitive maternity and sick pay package. We offer flexible working arrangements upon request and a hybrid model of working has been adopted over the last few years.

**What we can offer you**

* We offer a defined contribution pension to all employees with 9% pension contribution.
* Occupational Sick Pay Scheme following successful probation period.
* Enhanced Maternity Leave following 2 years’ service.
* 25 days annual leave (increasing by 1 day per years’ service up to a maximum of 30 days) plus 13 statutory days.
* Cycle to Work Scheme.
* Laptop & mobile phone provision (if appropriate).
* Staff Development Opportunities and Staff wellbeing & team development days**.** As an organisation that values education and helping young people realise their potential, it is important for our staff to also benefit from learning opportunities. We offer a wide range of training and development opportunities for those within post.

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| New Youth Link logo.gifAn Equal Opportunities Employer |
| Equality of Opportunity |
|  ***Private & Confidential Ref No: FO/Jan 2025/******NB This form is regarded as part of your application, failure to complete and return it will result in disqualification****Youth Link: NI is an Equal Opportunities Employer. We do not discriminate on grounds of age, perceived religious or political affiliation, sex, marital status, disability, colour, sexual orientation, race or ethnic origin. We practice equality of opportunity in employment and select the best person for the job.**To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998. We are therefore asking you to give us extra information which will be treated in the strictest confidence, and used for monitoring purposes only. This extra form will not be filed with other details, as given on your application form.**If you do not complete this questionnaire, we are encouraged to use the ‘residuary’ method, which means that we can make a determination on the basis of personal information on file / application form.**Whether or not you are from Northern Ireland, you should answer the question below by indicating which community or religious background you might be perceived to come from. Even if you no longer practice any religion, the aforementioned legislation still obliges us to classify your perceived community background / religious affiliations, in order to monitor the effectiveness of our policy on equality of opportunity.**We are therefore asking you to indicate your community background by ticking the appropriate box.****Section A*** *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 the Roman Catholic Community ****Section B****Please indicate whether you are: Male  Female ****NB It is a criminal offence under the legislation for a person to ‘give false information in connection with the preparation of the monitoring return’.****When you have completed this form, it should be sealed in an envelope marked "Equal Opportunities Monitoring", and returned with your CV.* |