



Finance Manager

April 2025



## About Us

Boys & Girls Clubs (NI) is a leading Regional Voluntary Youth Organisation (RVYO), a registered charity and limited company that supports a membership of 147 local youth organisations.

## Who we are

Boys & Girls Clubs (NI) was founded in 1940 as an independent, voluntary association of six local organisations that were dedicated to bringing communities together and enriching the lives of children & young people. Today, we have transformed into a modern membership organisation, providing supporting 147 member organisations. This membership is diverse and includes part-time & full-time youth organisations, community associations, schools, and sports clubs. The foundations and purpose of the charity remains strong and our mission is to support the personal development and social education of children & young people and to promote good relations and community development.

## What We Do

Each year our professional youth work team engages directly with 3000 children, young people, volunteers & youth workers. Indirectly, we support a wider network of 48000 stakeholders on an annual basis. We work in partnership with local organisations and provide wraparound support through membership services, compliance and regulation, accredited training, networking opportunities, intervention projects, policy guidance, governance advice and an extensive programme of youth programmes. Our main office is located in Belfast and we operate in both rural and urban areas across Northern Ireland through our professional team of area-based youth workers.

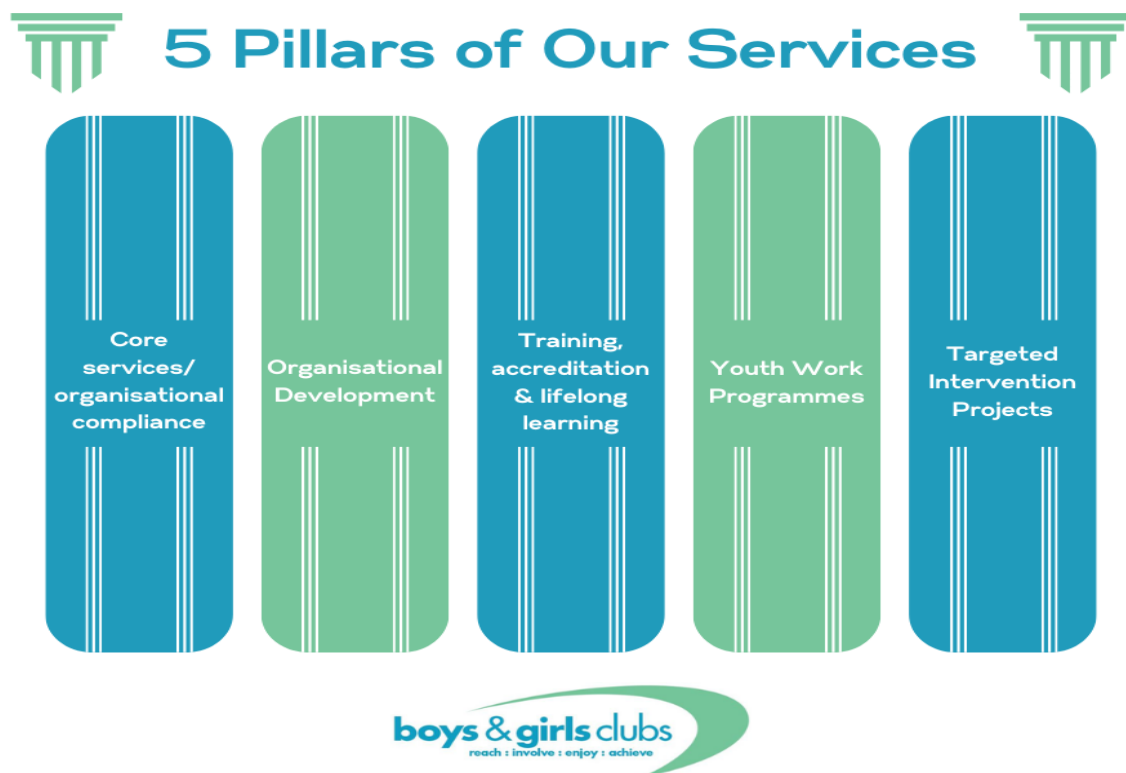
## This post

This is an exciting time for Boys & Girls Clubs with innovative new projects and the expansion and development of our core services.

The Finance Manager will provide a solid backbone to the organisation for all aspects of our financial support and planning and services provision. Working closely with our Chief Executive, Director of Finance & Services and other key staff, they will join a friendly and dynamic team at the cutting-edge of thinking and practice in supporting and measuring service user change.

## Our Services

We serve children, young people, volunteers, and youth workers through a variety of support services all under the core 5 pillars of our service. This includes training for educational enrichment, networking opportunities, policy guidance, youth intervention projects, safeguarding packages, legal compliance/governance support, and an extensive programme of youth activities.





The role of Finance Manager provides the infrastructure that supports all of the services the organisation offers.

## Job Description

**Job Title:** Finance Manager

**Responsible to:** Chief Executive Officer

**Based at:** Head Office, currently Stockman's Lane, Belfast

**Hours per week:** 30 -35 hrs per/wk

**Salary:** £30,000 pa ( pro rata)

**Holidays:** The leave entitlement is 20 days Annual Leave, plus 10 days Public Holidays (calculated pro-rata for part-time employees). The leave-year runs from 1st January to 31st December.

**Contract:** Permanent subject to funding.

**Probationary Period:** 6 months

### Additional benefits include

- Access to Private Health Care scheme
- Flexible working conditions
- Hybrid working conditions
- Pension

### Purpose of Post

This post will provide support to the finance and services administration in the organisation ensuring that all relevant requirements are planned for and addressed.

### Key Responsibilities

#### The Finance manager will:

- Report to the Director of Finance with accurate financial information
- Work with the project teams to ensure that all evidence generated, and administrative tasks associated with the work of Boys & Girls Clubs are collated and stored on our Salesforce system for reporting.
- Manage cash flow and monitor spending, recommending ways to reduce costs and ensure all financial transactions are properly recorded, filed, and reported.
- Ensure that all financial reports are compiled in an accurate and timely fashion for quarterly reporting, with the support of the Director of Finance.
- Implement and maintain high-quality financial controls and reporting systems, ensuring continuous improvement through modern, fresh, and forward-thinking.



- To check financial claims from staff regarding mileage.
- To oversee the procurement processes associated with the project and double check bank details with each supplier.
- Liaise with banking institutions and funders.
- Ensure full compliance with codes of conduct, legislative requirements, and emerging issues
- Provide administrative support for Services matters - policies and procedures to employees - Manage social media- Support in maintaining accurate employee records and documentation - Assist in coordinating recruitment activities such as scheduling interviews and candidate communication
- As Boys & Girls Clubs is a growing organisation, the detail of your daily tasks will inevitably change over time. Please note that while all efforts are made to include the main responsibilities, you may, from time to time be required to undertake activities of a similar nature that fall within your capabilities as directed by the management.

### Key Activities and Tasks:

#### Finance

- Finance processes are accurate and up to date and tasks are completed on time and processed through the Boys & Girls Clubs accounting systems
- Management of project and programme budgets
- Communication and interactions with colleagues, the Directors and external parties (such as the bank, HMRC and payroll providers, funders and all stakeholders ) is timely and clear and aimed at making finance operations run smoothly.

#### Services

- Assist the team with recruitment administrative tasks, including job advertising and providing a point of contact for candidates. Ensuring all recruitment procedures are followed.
- Payroll coordination
- Policies & procedures: ensuring all documentation is up to date, in conjunction with the Director of Finance & Services.
- Support the delivery and implementation of the Boys & Girls Clubs Services

## PERSON SPECIFICATION

### Shortlisting Criteria

#### (i). Education experience:

A minimum of 3<sup>rd</sup> level education in a related subject

#### (ii). Experience & Knowledge:

- A minimum of 3 years' experience, gained within the past 10 years, within the public, private, voluntary or community sectors.
- Excellent technical skills with experience using financial accounting systems and extensive experience using excel spreadsheets.
- Experience collating and analysing large volumes of financial data.
- Cash-flow management/ budgeting experience.
- Processing payments and reconciling control accounts.
- Experience of managing a portfolio of public funds
- Experience of implementing policies & procedures in a busy office environment

#### (iii) Desirable Criteria and Qualifications.

These will be used for shortlisting purposes in the event of a large number of applicants.

- **Qualifications.** Finance, bookkeeping and related subject
- **Experience.** Experience working with a portfolio of funders and managing staff in an office environment

#### Please Note:

**Only those applicants, who appear, from the available information as provided, to be most suitable, in terms of relevant skills, experience and ability will be invited to interview. It is therefore essential that you fully describe in your application how you meet the experience and qualities sought. It is not appropriate simply to list the various posts that you have held. Assumptions will not be made from the title of posting(s) as to the skills and experience you may or may not have gained. Submitted cv's that do not provide the necessary detailed information in relation to each of the stated criteria will be rejected.**



**Please submit a CV and cover letter, alongside Equality of Opportunity Monitoring Questionnaire & Disclosure of Criminal Convictions Form, to [post@boysandgirlsclubs.net](mailto:post@boysandgirlsclubs.net)**

Completed applications must arrive no later than  
Monday 14th April 2025 at 5pm to [post@boysandgirlsclubs.net](mailto:post@boysandgirlsclubs.net)

**LATE APPLICATIONS CANNOT BE ACCEPTED**

**IN CONFIDENCE**

For office use only:

Applicant No. \_\_\_\_\_

**Personal Details**

Forename (s): \_\_\_\_\_

Family Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Home Tel No: \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email Address : \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Do you hold a current full UK driving licence? Yes / No (underline)

Are you a car owner or do you have access to a form of transport which will enable you to carry out the duties of this post in full? Yes / No (underline)

How did you learn about this job? \_\_\_\_\_





**Your Qualifications**

<b>Type of Exam</b> (GCSE, NVQ, A Level, BTEC, Degree, Post-Graduate etc)	<b>Subject</b>	<b>Grade</b>



**Are you currently employed?      Yes / No (please underline your response).**

Current Salary: \_\_\_\_\_

Notice Required: \_\_\_\_\_

**Previous Work** (Start with present or most recent job)

Name & Address of Employer	Salary & Dates Employed	Type of Job (give brief description of duties)	Reason for Leaving

[Please attach an additional sheet if required]

**Short- listing Criteria**

Boys & Girls Clubs may decide to shortlist for interview only those applicants who appear from the available information to be the most suitable candidates for the post in terms of relevant skills, experience and ability. It is therefore essential that applicants fully describe how they meet each particular requirement, including relevant timescale/duration (i.e. provide dates), of the 'Eligibility Criteria' and possible 'Short-listing Criteria' as indicated in the Person Specification.



**Declaration of Criminal Convictions and Monitoring Questionnaire**

Is there any reason why you cannot work with children or young people? **Yes / No** (please underline your response).

In compliance with our policy and current legislation, applicants must fully complete the attached forms and return in a separate sealed envelope:

[1] Declaration of Criminal Convictions

[2] Monitoring Questionnaire - Equality of Opportunity

**Reference**

All offers of employment are subject to receipt of satisfactory written references. Please provide the names, telephone numbers, addresses and email addresses of two referees, one of whom should be your present or most recent employer/line manager, and one who knows/has known you in a work capacity and can comment on your suitability for this post.

<b>First Referee</b>	<b>Second Referee</b>
Name: _____	Name: _____
Address _____ _____ _____	Address _____ _____ _____
Tel: _____	Tel: _____
Email: _____	Email: _____
Occupation: _____	Occupation: _____
Relationship to you: _____	Relationship to you: _____



**Declaration**

I declare that the information provided in this Application is, to the best of my knowledge, true and complete.

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

Please read this information carefully.

**Name of Applicant:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**STATEMENT OF NON-DISCRIMINATION**

Boys & Girls Clubs is committed to equal opportunity for all job applicants, including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role. Any disclosure will be seen in the context of the criteria of the role, the nature of the offence and the responsibility for the care of children and young people, volunteers and employees. **Applicants are required to declare any convictions, cautions, reprimands and final warnings not protected by legislation.**

**ADVICE TO APPLICANTS**

The disclosure of a criminal record or other information will not debar you from registration or appointment unless Boys & Girls Clubs considers that the conviction renders you unsuitable. In making this decision Boys & Girls Clubs will consider the nature of the offence, how long ago it was committed, your age at that time and other factors which may be relevant. This information will be verified through an appropriate AccessNI Enhanced Disclosure check. If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the “exempted” nature of the role.

Please complete and sign this Declaration Form (below) accurately and return this with your application. An arrangement may be made with you to discuss any convictions if clarification is required.

**Thanking you in advance for your co-operation.**

**DECLARATION**

**Do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014?**

**Yes**       **No**

If ‘Yes’, please state the nature, date(s) and sentence of the offence(s) and provide any other information you feel may be of relevance, such as: the circumstances of the offence/incident; any relevant developments in your situation since; and whether or not you feel the conviction has relevance to this post. (Please continue on an additional separate page if required.)

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I declare that any and all answers provided herein are complete and correct to the best of my knowledge and I have informed Boys & Girls Clubs' Monitoring Officer in writing of any pending future convictions. I understand that I have applied for a role which is a Regulated Activity Position as defined by the Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedom Act 2012) and which also falls within the definition of an “exempted” position as provided for by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979 (as amended in 2014).

**I give my consent for an AccessNI\* check to take place and for this information to be shared only with relevant persons nominated as part of Boys & Girls Clubs' risk assessment and appointment procedures.**

(Signature) \_\_\_\_\_ Date \_\_ / \_\_ / \_\_\_\_

Please note that any information supplied will be treated in confidence and in accordance with the Data Protection Act and the Access NI Code of Practice ([available here](#)). Boys & Girls Clubs' Privacy Policy is available on request and accessible on our website. The policy on the Safe Handling, Storage and Retention of Disclosure Information is available on request. Information on AccessNI can be found at [www.accessni.go.uk](http://www.accessni.go.uk)



**Job Title** \_\_\_\_\_ **Job Ref:** \_\_\_\_\_ **Date:** \_\_ / \_\_ / \_\_\_\_

Boys & Girls Clubs is committed to equality of opportunity in employment and aims to select and employ the best person for each post. All job applicants and employees shall receive equal treatment regardless of gender, marital status, age, disability, socio-economic circumstances, health, sexuality, religious or political belief, colour, race and ethnic or national origin.

We will encourage positive attitudes and behaviour towards groups and individuals and will strive to eradicate prejudice and discrimination by promoting equality of opportunity in all areas of our work and organisational structure.

To demonstrate our commitment to equality in employment we need to monitor the community background of all employees and job applicants as required by the Fair Employment and Treatment (Northern Ireland) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are perceived as either Catholic or Protestant. We are therefore required to ask you to indicate your community background by ticking the appropriate box below.

**DECLARATION**

*I am a member of the Catholic community*

*I am a member of the Protestant community*

*I am a member of neither the Protestant nor the Catholic community*

Please indicate whether you are: *Female*  *Male*  *Prefer Not to Say*

Date of Birth: \_\_/\_\_/\_\_\_\_

**ETHNIC ORIGIN (please tick appropriate box.)**

- Bangladeshi**    **Black African**    **Black Caribbean**  
 **Black/Other**    **Chinese**    **Indian**  
 **Pakistani**    **White**    **Other (Please specify):**  
\_\_\_\_\_

**N.B. If you do not complete this questionnaire and return it with your Application , we will be unable to process your application to the next stage of the selection process.**

**\*\* This form will be separated from your Application and will not be seen by the selection panel.**

**Thanking you in advance for your completed CV and completing the additional forms.**