



***For the care and support of those bereaved, traumatised  
or injured as a result of the  
'Troubles'/Conflict in Northern Ireland  
and survivors of Historical Institutional Abuse and  
Mother and Baby Institutions,  
Magdalene Laundries and Workhouses***

## **Applicant Information Pack**

**Finance Officer  
x 2 posts available**

**Full Time (37.5hrs)**



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

The PEACEPLUS Programme is supported by the European Union, the UK Government, the Northern Ireland Executive, and the Irish Government.



Dear Applicant,

**Post: Finance Officer**

**Ref: FO/BEL/APR25/**

Thank you for your interest in the above post.

Short listing will be completed on the basis of the information you provide on the application form, therefore please ensure you complete **all relevant sections to help us make our decision. Please note that we do not accept CV's.**

Please find enclosed the following: -

- Our Mission and Values
- Job Description
- Personnel Specification
- Outline of Terms and Conditions
- Guidance Notes
- Employment Application Form and Monitoring Form (for completion).

We request that you complete and return this for statistical monitoring purposes.

For information on WAVE, please visit our website [www.wavetraumacentre.org](http://www.wavetraumacentre.org).

If you intend to complete and return the Application Form, please also complete and return the enclosed MONITORING QUESTIONNAIRE. This will be treated in confidence. We request this information to help WAVE promote equality of opportunity in employment. Our recruitment policy operates on the merit principle i.e. we select the best person for the job, regardless of religious affiliation, political opinion, belief, age, race, gender, marital status, sexual orientation or disability.

We would like you to know that: -

Only the Application Form is considered by our Recruitment Panel, who shortlist and interview for vacancies. The Monitoring Questionnaire is confidential to our Monitoring Officer who uses it for compiling statistical information and is not seen by the Recruitment Panel.

If you have any questions regarding the information enclosed, please do not hesitate to contact us.

I look forward to hearing from you.

Yours faithfully

Tracey Shirlow  
Head of Human Resources

**PLEASE NOTE: CLOSING DATE: Monday 28<sup>th</sup> April 2025 at 2.00pm**  
Completed forms should be returned to:-  
[recruitment@wavetrauma.org](mailto:recruitment@wavetrauma.org)



## WAVE: Who we are?

WAVE, established in 1991, is a voluntary, cross community charitable organisation which offers care and support to anyone bereaved, traumatised or injured as a result of the Troubles/Conflict. **The philosophy and ethos of the organisation is one of inclusiveness, providing care for anyone irrespective of religious, cultural or political belief.** WAVE promotes a respect for life and an understanding of difference that is seen as enhancing rather than threatening. WAVE continually seeks creative ways of working through issues that have the potential to divide.

Over the years the violence in Northern Ireland has led directly to the deaths of over 3,600 people and resulted in over 40,000 serious injuries. The Cost of the Troubles Study (1997) estimated that, "At the very least 6,800 people have the experience of one of their immediate family - parent or sibling - being killed in a Troubles-related incident." The true cost, however, is much higher as the relatives of those killed and maimed have also suffered ill health, disruption of family relationships, impaired functioning, substance abuse and in some cases when their grief became intolerable, suicide.

Over the last thirty years the level of calls and referrals to WAVE has increased year on year. Referrals are received from those affected by violence more recently in addition to those injured, traumatised or bereaved across the last four decades. This indicates the necessity of providing the services offered by WAVE on a long-term basis.

To date WAVE has offered care and support to over 20,000 people, a cross section of adults, young people and children. WAVE works to utilise the benefit of every pound received in funding or donations for the benefit of clients. The organisation's management cost is extremely low at 8%, well below the recommended national level of 15%. WAVE offers exceptional value for funders and strong professional services for clients.

WAVE has extensive community-based Trauma Education Programmes, that staff member can access. These programmes have been refined and developed over 25 years and offer students a range of options to meet their learning needs. Trauma Education includes: -

- Short Trauma Courses accredited by the School of Education at Queen's University, Belfast under their Open Learning Programme.
- A BSc. (Hons) in Psychological Trauma Studies is delivered in partnership with the School of Nursing and Midwifery at Queen's University. It remains the only undergraduate trauma programme available in the United Kingdom and Ireland.
- A Postgraduate Pathway in Trauma Studies has been developed in partnership with University College Cork.
- Professional Development in trauma awareness and trauma informed practice for social work, midwifery and nursing students is delivered in partnership with the Schools of Social Work, Medicine and Nursing and Midwifery at Queen's University, Belfast.

WAVE has an extensive network of delivery processes across Northern Ireland. The organisation operates from five Outreach Centres in: Belfast, Armagh, Omagh, Ballymoney and Derry Londonderry and services such as Outreach Casework, Health and Wellbeing, Psychotherapy/Counselling, Advice/Welfare, Trauma Education, Personal Development, Training Opportunities and Complementary Therapies are available from all its Centres. In

August 2021 WAVE opened a residential centre in Killough, County Down. In addition, the organisation has a number of satellite projects operating across a range of venues in response to local need. We also source services for those directly affected living outside of Northern Ireland.

Most recently WAVE are delighted to be able to deliver an extensive support programme for survivors of Historical Institutional Abuse (HIA) and the Mother and Baby Institutions, Magdalene Laundries and Workhouses (MBMLW). This will include a range of evidence based therapeutic, outreach and health and wellbeing support, welfare, educational programmes and support activities. Services will be delivered through our five regional centres and from our satellite projects to those survivors of HIA and the MBMLW living in Northern Ireland, Ireland, GB and further afield.

## Organisation Profile

**Job Title:** Finance Officer

**Job Reference No.:** FO/BEL/APR25/

### **WAVE Trauma Centre's Mission and Values:**

#### **Mission: WAVE's Mission is to:-**

- Serve people directly affected by the Troubles/Conflict in Northern Ireland, survivors of Historical Institutional Abuse (HIA) and survivors of the Mother and Baby Institutions, Magdalene Laundries and Workhouses (MBMLW).
- Empower individuals, communities and wider society through trauma education programmes.

#### **Values: WAVE is committed to:-**

- Empowerment of those bereaved, traumatised or injured by the Troubles/Conflict in Northern Ireland.
- Empowerment of survivors of Historical Institutional Abuse and Mother and Baby, Magdalene Laundries and Workhouses.
- Inclusivity in all its work.
- Working to promote the non-recurrence of violence.
- Equality and good relations as the foundation for our work.
- Continuous improvement through ongoing review of the provision of high quality, innovative evidence based services.
- Responding to change and shaping delivery within the victim/survivor sector.
- Helping to build a shared and cohesive future to address the legacy of the past.
- Accountability to clients and to funders for the services and programmes delivered within effective financial processes.
- Partnership with other agencies to achieve better outcomes for clients.
- Continued development and recognition of our staff and volunteer team.

## Job Description

**Job Title:** Finance Officer  
**Job Reference No.:** FO/BEL/APR25/  
**Reports to:** Director of Corporate Services  
**Location:** Belfast

**Key working relationships:**

**Internal contacts:**

- Board Members, Management and Staff

**External contacts:**

- VSS
- SEUPB
- Statutory Agencies

### **Background**

The PEACEPLUS Programme is a unique cross-border structural funding programme aimed at reinforcing progress towards a peaceful, stable, and prosperous society in Northern Ireland and the border counties of Ireland. PEACEPLUS has been designed to build upon the achievements of the previous PEACE IV programme.

The PEACEPLUS Programme is supported by the European Union, the UK Government, the Northern Ireland Executive, and the Irish Government. It is managed by the Special EU Programmes Body (SEUPB). PEACEPLUS comprises six themes, which are outlined below:



VSS is delighted to have been named as the **Lead Partner** for **Theme 4 (Investment Area 3 – ‘Victims and Survivors’)** of the new PEACEPLUS Programme.

Investment Area 3 (Victims and Survivors) of Theme 4 (Healthy and Inclusive Communities) aims to further build on the health and wellbeing support and services delivered to victims and survivors of the Troubles/conflict as part of our previous PEACE IV project.

The **objective** of this Theme & Investment Area is to contribute to the creation of a more cohesive society through an increase in the provision of **Health and Wellbeing** and **Advocacy Support** for victims and survivors.

This post has been developed as part of the PEACEPLUS **VSS PULSE (Partnership for Understanding Learning Support and Education)** project to improve the health and wellbeing of victims and survivors by increasing and improving access to high quality, trauma informed services across, Northern Ireland, Great Britain, and the Republic of Ireland, through the continuation, development, and enhancement of an integrated, outcomes based, holistic community led support programme.

### **Purpose of the Role**

The Finance Officer is responsible for providing financial management, oversight and administrative support in relation to the VSS – PULSE Project. They must manage, plan and provide financial support services for all VSS PULSE activities, ensuring that there is a robust system of risk management, control and governance in place throughout the project.

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

### **Responsibilities:**

- Financial management of the VSS PULSE funded project, including processing invoices, payments and receipts and entering data in to the organisation's accounting software (SAGE).
- Assisting with budgeting, cashflow management, project reporting and claim submission which includes providing all supporting documentation.
- Ensure the timely distribution of payments to incorporate suppliers in line with PEACEPLUS Programme policies and procedures.
- Ensure the appropriate financial procedures, controls and structures are adhered to for the safe, effective, efficient and economic management of public funds.
- Assist with organisational month end closure to include production of monthly management accounts for the VSS PULSE project, including analytical review and variance analysis.
- Ensure data integrity and accurate financial reporting by overseeing monthly reconciliations of all balance sheet and profit and loss accounts.
- Ensure the appropriate financial procedures, controls and structures are adhered to for the safe, effective, efficient and economic management of public funds.
- Assist with organisational month end closure to include production of monthly management accounts for the VSS Pulse project, including analytical review and variance analysis.

- Preparation of monthly, quarterly and annual returns to SEUPB and VSS as required.
- Liaison with VSS and external controllers to submit all claims for verification within required timescales.
- Management of all VSS PULSE funded procurement to ensure adherence to SEUPB procurement rules, and provision of advice, direction and guidance on the key principles of public sector procurement, ensuring value for money is embedded within the organisation.
- Support the annual budgeting process, liaising with VSS PULSE Network budget holders to report on actual, forecast and budget expenditure.
- Ensure the timely distribution of payments to corporate suppliers in line with PEACEPLUS Programme policies and procedures.

### **Business Improvement and Quality Management**

- Manage the security/processing of sensitive and confidential information in keeping with the requirements of the Data Protection Act.
- Report any risks, issues and/or concerns to the Line Manager or CEO.

### **Personal Development, Performance and Professionalism**

- Ensure the ongoing confidence of the public by maintaining high standards of personal accountability and ethical practice.
- Facilitate liaison with professional and senior management within stakeholder organisations.
- Undertake training as required by the Line Manager or HR.
- Undertake as required any work identified by the Line Manager or CEO.
- Attend WAVE staff and other meetings as required.
- Any other reasonable duties requested by the Line Manager or CEO.

**The foregoing is a broad range of duties and is not intended to be a complete description of all tasks. It is important to note that the responsibilities may change to meet the evolving needs of the Victims and Survivors Service.**



## Person Specification

**Job Title:** Finance Officer

By the closing date for applications, candidates must be able to demonstrate:

Selection Criteria	Essential	Desirable	Method of Assessment
<b>1. Qualification/Education/Accreditation</b>			
(i). Part qualified member of one of the professional bodies:- <ul style="list-style-type: none"> <li>• The Chartered Institute of Management Accountants</li> <li>• Chartered Accountants Ireland</li> <li>• The Institute of Chartered Accountants in Scotland</li> <li>• The Institute of Chartered Accountants in England and Wales</li> <li>• The Association of Chartered Certified Accountants</li> <li>• The Chartered Institute of Public Finance and Accountancy</li> <li>• The Institute of Certified Public Accounts in Ireland; <b>or equivalent</b></li> </ul> <b>Or</b>	✓		<b>A</b>
A fully qualified Accounting Technician	✓		<b>A</b>
<b>2. Experience</b>			
A minimum of 2 year's practical experience in all the following areas:- <p>For those candidates who cannot meet the qualifications above, please demonstrate a minimum of 5 years in the following areas:-</p>			
(i) Budget management including analysis of variances and preparation of reports for senior management	✓		<b>A/I</b>
(ii) Use of Microsoft Excel for data manipulation and reporting	✓		<b>A/I</b>
(iii) Month end closure to include reconciliation of control accounts and compilation of month end management accounts	✓		<b>A/I</b>

(iv) Internal or external audit processes	<u>✓</u>		<b>A/I</b>
(v) Working with non-financial departments within an organisation to provide finance support and analysis	<u>✓</u>		A/I
(vi) Developing processes and procedures to include implementation of best practice arrangements	<u>✓</u>		A/I
(vii) Experience with financial software and budgeting tools (e.g., QuickBooks, Sage, Xero)	<u>✓</u>		A/I
(viii) Experience in financial management within a charity or not-for-profit sector, understanding the management of restricted and unrestricted funds is desirable but not essential	<u>✓</u>		A/I
(ix) Experience of financial software and budgeting tools	<u>✓</u>		A/I
(x) Experience of financial management within a charity or not-for-profit sector, unfortunately the management of restricted and unrestricted funds is desirable but not essential.	<u>✓</u>		A/I
<b>3. Knowledge</b>			
(i) Use of Microsoft Excel for data manipulation and reporting	<u>✓</u>		<b>A/I</b>
(ii) Developing processes and procedures to include implementation of best practice arrangements	<u>✓</u>		<b>A/I</b>
(iii) Basic knowledge of charity finance regulations, including the Charities SORP and legal obligations		<u>✓</u>	<b>A/I</b>
<b>4. Skills and Abilities</b>			
(i) Ability to communicate effectively with colleagues and management.	<u>✓</u>		<b>A/I</b>
(ii) A high standard of oral and written communication skills.	<u>✓</u>		<b>A/I</b>

<p><b>5. Other Requirements</b></p> <p>(ii) *Current driving licence and access to a suitable vehicle (appropriately maintained and insured for business).  (*This criteria will be waived in the case of an applicant whose disability prohibits driving but who is able to demonstrate an appropriate alternative means of meeting the mobility requirements of the post).</p>	<u>✓</u>		<b>A/I</b>
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**A = Application Form**  
**R = References**

**I = Interview**

**P = Presentation**

**T = Test**



## Outline – Terms and Conditions

The following information represents the key terms and conditions of this post and should not be viewed as a Contract of Employment.

**Salary:** £36,124 per annum

**Location:** Belfast

**Hours of Work:** \*37.5hrs per week  
Monday to Thursday 9.00am– 5.00pm  
Friday 9.00am - 4.30pm

**Travel:** You may be required to undertake travel as part of your role.

**Pay Periods:** You will be paid on the third last working day of the month.

**Probationary Period:** Normally six months.

**Holidays:** 25 days per annum (increasing with service) and 11 statutory days. The leave year operates from April to March.

**Benefits:**

- 8% employer pension contribution
- Mileage payable at 0.45p External Supervision
- Training and Development Programme
- Employee Support Package which includes:
  - Increased annual leave
  - Christmas Eve off (if falls with working week)
  - A one off 3 days award for a significant life changing event (moving house, marriage, civil partnership ceremony, graduation, holiday etc).
- Healthcare cash back plan

**Smoking Policy:** WAVE operates a non-smoking/vaping policy.

**Pre-employment Checks:** The successful candidate will be required to undertake pre-employment checks which will include an Basic Access NI Disclosure check and satisfactory references.