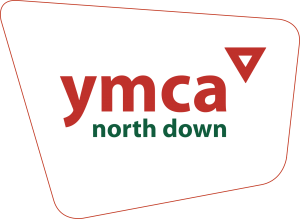
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North Down YMCA

Finance & Administration Officer  
Information Pack

## Job Description

**Job Title:** Finance & Administration Officer

**Reporting to:** After-School & Play Work Manager/Deputy Manager

**Responsible for:** The Finance and Administration Officer will be responsible for managing financial systems and administrative tasks to support the effective running of the After-School Programme. This role requires strong financial management skills, administrative expertise, and attention to detail to ensure compliance with organisational policies and

**Locations:** North Down YMCA 10-12 High Street Bangor BT20 5AY

ASCWest Church 91 Crawfordsburn Road Bangor BT19 1BQ

**Salary Scale:** £12.21 - £12.66 (dependant on experience)

**Other Benefits:** 5% employer pension contribution  
 Employer sick pay scheme   
 Holidays – 22 days per year rising to 25 days per year  
 Staff discount on After School/Holiday Club

**Hours:** 15 to 22.5 hrs per week. (A minimum of 15 hrs with the opportunity to increase to 22.5 hrs per week) Monday to Friday between 9am and 5pm – TBA.

**Contract:**  Full Time Permanent

**Probation Period:** Six Months

**Main purpose of the Job:**

To work closely with the ASC & Play Work Manager/Deputy Manger to undertake a finance and administration function for the After School Programme. The post will hold responsibility for managing financial systems and administrative tasks to ensure the effective running of the After-School Programme. This role requires strong financial management skills, administrative expertise, and attention to detail to ensure compliance with organisational policies and effective financial management.

This role involves assisting with an online booking system, reconciliation of payments, overseeing budgeting, financial reporting, and operational administrative duties to support a safe and well-functioning environment for children and staff.

**Special Requirement:**

It is a requirement of the post that the individual meets the Minimum Standards of the Health & Social Care Board as a suitable person to work within a registered setting, including a satisfactory Fit Person Assessment by the HSCT. An enhanced Access NI disclosure and Health Declaration will be required.

## Job Details

1. **Finance** 
   1. To prepare and monitor monthly/annual budgets, and to actively monitor all income and expenditure for ASC. Prepare update financial reports for Board meetings.
   2. Oversee the facilitation and operations of electronic booking system/payments and reconciliation of parental accounts on Kids Club HQ & Quick Books.
   3. Oversee the preparation and issuing of any invoices and follow up to ensure prompt payment.
   4. To prepare financial Reports to funders, statutory agencies, and external agencies as required for funding received.
   5. To assist the ASC & Play Work Manager monitor and liaise on the health, safety of the facilities for children, staff and parents alongside the Administration and Compliance Officer within YMCA
   6. To assist the YMCA Finance & Compliance officer in the interface with ASC Finance and Organisational Finance.
2. **Administration**
   1. To assist the Manger & Deputy Manager with management and operational responsibility for the North Down YMCA After School operations which operates across two locations; ensuring all regulations and standards are met on a daily basis
   2. To assist the ASC & Play Work Manger to ensure all administration required for the provision of the service is done to a high standard including communicating with Parents.
   3. To support the management Team in preparation of rotas, school pick-ups and daily planning for the service to a high degree of accuracy
   4. Maintain up-to-date records of staff and program resources
   5. To assist and liaise with Early Years Team SEHSCT in regards inspection and registration of the After-School Provision.
   6. To assist the ASC & Play Work Manager/Deputy Manager to evaluate and organise information for action with the staff team. Regularly communicating information relevant to the setting
   7. To contribute to the evaluation and implementation of any proposed changes to services and systems
   8. To deliver a high setting occupancy, promoting the setting through local marketing in conjunction with the operations team, where necessary
3. **Service Provision** 
   1. To assist maintaining and improving the service ensuring the highest standards of care are delivered at the settings
   2. To assist the Manager/Deputy to build upon and ensure an effective parent engagement strategy, creating links for parental interactions / feedback
   3. To be able to drive YMCA or own a vehicle for school collections / as and when required (Emergency cover only)
4. **People Management**
   1. To assist with the management team in administrative tasks in recruiting, inducting and onboarding of staff within the setting
   2. To assist with staff communication, ensuring effective flow of information and that staff are aware of key developments within the setting
   3. To promote a healthy working environment, leading by example, and being accessible so that staff feel listened to and supported
   4. To assist in the development and implementation of staff policies that ensure that best practice is followed in all areas
   5. To ensure that all staff policies are followed within the setting.
5. **General** 
   1. Assist with establishing and maintain arrangements with parents for the provision of a child care service.
   2. To understand and work closely with statutory agencies including social services, government bodies and partners within the Early Years sector
   3. To play a key part in Team meetings working closely with the other staff/Senior Leadership Team/Programme Co-ordinators on promoting North Down’s services to the community

**NOTE:** This is not an exhaustive summary of the responsibilities. The post holder will be expected to undertake any other duties of a similar nature from time to time

## Person Specification

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | Relevant Level 2 Qualification in Business or Finance.  GCSEs Grade C or above in English & Maths. | Certificate in Financial or Accounting |
| **Experience** | Minimum of 2 years of experience in finance and administration,  Proficiency in accounting software (e.g., QuickBooks, Xero,)  Proficiency in Google/Microsoft Office Suite.  Strong knowledge of accounting principles and financial management systems. | Experience of working in a non-profit/social enterprise setting within charitable sector  Experience of governance and financial compliance.  Experience on utilising online booking Systems such as Kids Club HQ or comparable  Understanding of grant management and reporting. |
| **Skills** | Motivational management skills  Excellent organisational skills  Excellent interpersonal skills  Excellent written and verbal communication skills  Ability to work on own initiative  Knowledge and understanding of managing a budget | Knowledge of local financial regulations and compliance requirements |
| **Personal / Character** | Ability to be flexible to service delivery operational requirements including periods of holiday clubs during non-tern time  Supportive of North Down YMCA’s Christian ethos, values and aims  A ‘fit’ person to be a registered childcare Nominated Person by South Eastern Health & Social Care Trust  Capable of Access NI Enhanced Clearance |  |
| **Other** | A clean driving licence and have access to a car |  |

## How to apply

Please complete & return the attached Application Form to Victoria Gammon ASC & Play Work Deputy Manager. [Victoria@northdownymca.org](mailto:Victoria@northdownymca.org)

**Disability**

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact us so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

**Equal Opportunities and Occupational Requirement**

North Down YMCA is an equal opportunities employer and will not unlawfully discriminate in its recruitment and selection procedures. In accordance with Article 70 of the Fair Employment & Treatment (NI) Order 1998.