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| **Application Pack** |  |

For the position of

**Financial Administrator**

Deadline for the submission of completed applications is:

**Monday 28th April 2025 at 12.00noon**

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Monday, 7 April 2025

*Welcome letter from Cliftonville Community Regeneration Forum*

Dear Applicant,

I am delighted you are interested in the post of Financial Administrator with Cliftonville Community Regeneration Forum. Are you an organised individual with great people skills? Do you have attention to detail? Are you great with numbers? If so, read on.

Cliftonville Community Regeneration Forum works in one of the most disadvantaged inner-city communities in Belfast. We are also an interface community located close to the peace wall. Cliftonville Community Regeneration Forum has three key strategic outcomes. They are:



1. **Application Pack:**

Please find enclosed an application pack containing the following:

1. A Job Description and Person Specification
2. An Application Form
3. An Equal Opportunities Monitoring Form
4. **Closing Date:**

The closing date for completed applications is **Monday 28th April 2025 at 12.00noon.** You may send the completed application form by post or email. The completed application form and the equal opportunities monitoring form should be sent to: Anne Mulvenna, 185 Cliftonpark Avenue, Belfast BT14 6DT or anne@ccrf.org.uk and clearly marked ‘Financial Administrator post.

1. **Interview Date:**

**Please note:** If you are successful at the shortlisting stage, you will be called for interview on **Tuesday 6th May 2025.** Should you be successful in reaching the interview stage you will be asked to produce evidence of the qualifications that you have listed in your application form. You should note that in the application form we only ask you to list relevant qualifications.

Please do not attach a CV. The Recruitment and Selection Panel will **not** take this into account.

Yours sincerely,

Manus Maguire,

### Cliftonville Community Regeneration Forum

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**Cliftonville Community Regeneration Forum**

**Job Description**

**Finance Administrator (Part-time)**

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| Job Title | Office Administrator |
| Location | 185 Cliftonpark Avenue, Belfast |
| Responsible to | Manager |
| Hours of work | 24 hours per week. This is a part-time position with the potential for full-time employment depending on performance and business needs. |
| Salary | NJC Scale 5-7 (£24,790-£25,584) pro rata depending on qualifications and experience |
| Pension | 5% employer contribution |
| Contract | The post is offered for a 1year fixed term contract. A six-month probation will apply. The post may be extended depending on securing additional funding. |
| Holidays | 25 days per annum including public holidays (pro rata) |
| Job Summary | The Office Administrator's core responsibilities involve maintaining accurate financial records, managing accounts payable and receivable, preparing financial reports, and supporting payroll processes, all while ensuring compliance with relevant regulations.  |
| **Main Duties:** | **Core Financial Management:** 1. **Maintaining Financial Records:**

Keeping detailed and accurate records of all financial transactions, including invoices, receipts, and payments. 1. **Managing Accounts Payable and Receivable:**

Track what the business owes (accounts payable) and what is owed (accounts receivable) to ensure smooth management of cash flow.  Ensure accurate and timely processing of sales invoices and related payments. Ensure that accounts payable are eligible under funding and procurement guidelines.1. **Monitoring and Controlling Expenditures:**

Tracking and monitoring expenses to ensure they align with the budget and identify potential areas for cost savings. 1. **Manage and monitor the project budgets**

Track all project spend including all income and expenditure; process invoices and purchase order forms; prepare claim forms to funders, vouch spending, and reply to funders queries; monitor project bank accounts and complete monthly bank reconciliations; and prepare monthly/quarterly project finance reports which include budget, spend and variance. 1. **Reconciling Bank Statements:**

Regularly reconciling bank statements with the company's records to ensure accuracy and identify any discrepancies. 1. **Ensuring Compliance:**

Staying up-to-date with relevant financial regulations and ensuring that the company's financial practices are compliant. 1. **Managing Payroll Processes:**

Preparation and processing of payroll, ensuring accurate and timely payments to employees. 1. **Budgeting and Forecasting:**

Assisting with the preparation of budgets and financial forecasts to support strategic planning and decision-making. 1. **Preparing Financial Reports:**

Generating reports such as income statements, balance sheets, and cash flow statements to provide insights into the company's financial performance. **Other Administrative Tasks:** 1. **Updating Databases:**

Maintaining and updating financial databases with accurate and up-to-date information. 1. **Reviewing and Processing Reimbursements/Invoices**

Processing employee expense reimbursements in a timely and accurate manner. Prepare and process internal invoices in a timely fashion.1. **Managing Liabilities:**

Overseeing the management of company liabilities, such as insurance premiums. 1. **Liaising with External Parties:**

Communicating with external parties, such as banks, suppliers, and auditors, regarding financial matters. 1. **Assisting with Audits:**

Preparing for and assisting with annual audits, ensuring that the company's financial records are accurate and compliant. 1. **Credit Control:**

Managing the company's credit control policies and procedures. 1. **General Office Administrative Duties:**

Performing general administrative tasks, such as filing, photocopying, answering phones, minute taking, planning meetings and refreshments. 1. **Meetings:**

Actively participate in supervision and team meetings.1. **Safeguarding:**

Be aware of child and adult safeguarding policies and ensure compliance with them.1. **Other duties**

Undertake any other relevant duties as requested by your line manager.   |

***This Job Description is not definitive and may be subject to change subject to review as the needs of the organisation determines.***

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**Cliftonville Community Regeneration Forum****Person Specification****Financial Administrator (Part-time)**

| **Competency** | **Essential Criteria** | **Desirable Criteria** |
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| 1. Education/ Qualifications
 | * Maths and English GCSE Grades A-C
* A qualification in ICT which includes Excel and Word (e.g. ECDL)
* Business Administration Level 2
 | * Level 3 (or equivalent) in Accounting
* Sage Accounts Level 2
* ECDL Excel Advanced or Extra
 |
| 1. Experience
 | * At least 2 years’ experience working in financial administration and bookkeeping
* A minimum of 6 months experience of working with Sage Accounting
* Experience of working with electronic business banking
* Experience of working with grant funding bodies
 | * Experience of using Sage Accounting & Payroll
* Experience of management of administration staff
 |
| 1. Skills
 | * Highly organised and have a meticulous attention to detail
* Excellent written and communication skills
* Be able to work on own initiative and as part of a team
* Minute-taking skills
* Ability to work to strict deadlines
* Self-motivated with the ability to work both on own initiative and as part of a team
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| 1. Attitudes
 | * Diplomatic and **treat people with courtesy, politeness, and kindness**
* Discrete, trustworthy and understand the importance of confidentiality
* Committed to good relations and anti-poverty work
* Be non-judgemental, have the ability to empathise with the people we work with and possess an awareness of cultural and community differences
* Commitment to personal and professional development
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| 1. Communications skills
 | * Excellent interpersonal and communication skills including the ability to communicate both orally and in writing and the ability to adjust the style and content of communication to meet internal and external needs.
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| 1. Circumstances
 | * Ability to work flexible and unsocial hours
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