

Job Description

<u>JOB TITLE:</u>	Finance Officer
<u>CONTRACT</u>	Part-time fixed term to November 2020 (22.2 hrs per week)
<u>RESPONSIBLE TO:</u>	Project Co-ordinator
<u>LOCATION:</u>	NIFHA Office Belfast (with travel possibly required)
<u>SALARY SCALE:</u>	£21,042 pro rata + benefits including flexi-time

JOB PURPOSE:

The Finance Officer will provide a comprehensive financial and administrative service to the Project Co-Ordinator and team of "The Housing Associations' Integration Project"; a Peace IV funded programme promoting Good Relations and community integration within social housing in Northern Ireland and the border regions of the Republic of Ireland.

Project Aim

The aim of the project is to improve good relations, promote community integration and create opportunities for sustained, meaningful and purposeful contact across identities in, between and around, housing association developments in Northern Ireland and the Border Region of Ireland. In addition, the project will engage with ethnic minorities in social housing schemes to help integrate them into the community and expose people indigenous to Northern Ireland to different cultures.

The project aims to create a legacy of Good Relations via two main strands of work which can be summarised as follows;

1. The placement of four Good Relations Officers within each of the partner housing associations to deliver on-the-ground engagement and programmes for tenants focused on improving relations between communities.
2. A link-up with TIDES Training & Consultancy to carry out 'community audits' to identify the particular needs of each target community and provide follow-on training for staff and tenants in areas like 'Mediation', 'Civic Leadership', 'Conflict Management' etc. to build capacity within social housing developments.

Project Outcome

The outcome of the project is that Catholics and Protestants in housing schemes will be more positive towards and understanding of their religious counterparts and more empowered to maintain contacts and relationships beyond the life of the project. The project will also increase understanding on a cross border basis with housing schemes in Donegal and Louth. Ethnic minorities will participate by sharing their culture and becoming more integrated into the life of housing schemes

Main areas of responsibility:

- Oversight of HAIP project budget and monitoring project partners expenditure against approved budget.
- Process and enter invoices, orders, receipts, journals and any other financial records in a timely and efficient manner
- Provide monthly financial reports to the Project Co-ordinator and to the Project Board and liaise with the Auditor/Accountant in the preparation of end of year accounts, organising the completion of same as appropriate.
- To maintain and prepare records and documents required for release of monies from funders; and to liaise with them over payment of monies agreed
- Assist with preparation of financial claims in the eMS system for funder and deal with follow-up or routine finance and administration queries
- Organise meetings, including the booking of venues, send out invitations to meetings and preparing agendas as appropriate
- To monitor and order materials, office goods and services and to ensure that all materials, equipment, etc. are stored and used in line with NIFHA policies
- To prepare and manage, in conjunction with the Project Co-ordinator, project budgets for approval
- To have responsibility for the maintenance of computerised and manual financial records and ledgers, cheque journals and cheque accounts, petty cash and other financial information related to the project
- To establish the necessary financial systems, manage and monitor spend and complete quarterly, annual, or other required returns
- To provide administrative support to the project board, staff and to any designated sub groups
- To receive and assist callers and sign post them to relevant assistance
- To make and process telephone calls and emails and relay messages to appropriate people
- To assist the project coordinator in conducting support and verification visits to project partners in preparation for the submission of reports.
- Liaise with project partners to assist in the timely and accurate response to SEUPB queries on reported expenditure.

Job Specification: Finance Officer

Attributes	Essential	Desirable
Education and Training	<p>Qualification in a relevant discipline AND 2 years' relevant experience.</p> <p>OR Applicants with 3 years' experience but do not hold a qualification</p>	A Degree (or equivalent) in a relevant discipline
Experience	<p>Experience in the preparation of budgets and cost projections in liaison with appropriate budget holders and the management team.</p> <p>Experience of preparing finance reports for Committees/Boards</p>	<p>Knowledge or experience of European PEACE funding;</p> <p>Good working knowledge of statutory, community and voluntary sector funding</p> <p>Experience of using Accounts software such as SAGE</p>
Knowledge	Complete proficiency in the use of Microsoft Office applications such as Outlook, Word, Excel and PowerPoint	Knowledge of the local and wider issues relating to Good Relations with a recognition of key challenges and drivers.
Equality Issues	A clear understanding of and commitment to equality principles and the ability to apply them in service provision.	In depth knowledge and understanding of the equality issues and legislation and an awareness of the links between equality, diversity, community cohesion and social inclusion.
Skills	<p>Excellent oral and written communication skills and the ability to multi-task</p> <p>Strong Financial experience in supporting staff teams in a busy office environment</p> <p>Proficient in the use of relevant Microsoft Office applications (MS Word, Outlook and PowerPoint)</p>	Experience in working under pressure whilst prioritising workload
Other	<p>Able to travel to meet the requirements of the post without reliance on public transport</p> <p>Be available for evening or weekend work as required.</p>	