



JOB DESCRIPTION

JOB TITLE: Senior Finance and Administration Officer
PLACE OF WORK: NCBC, 2 Duncairn Gardens, Belfast. BT15 2GG
RESPONSIBLE FOR: Receptionist/Administrator
REPORTING TO: Chief Executive

Context of the Job

As a member of NCBC's Executive Leadership Team, the post-holder will be responsible for contributing fully to support the development and achievement of NCBC's corporate strategy.

The post-holder will be responsible for the strategic financial management of the charity and the delivery of efficient and effective financial systems and processes.

Key Financial Management Responsibilities

Undertake strategic financial planning, budgetary control and financial modelling

Implement internal financial controls including assisting with the preparation of management accounts.

Preparation and administration of payroll function which is currently outsourced to a third party contractor.

Take the lead in co-ordinating the annual budget setting process and monitoring performance against agreed budgets.

Responsible for liaising with auditors and provision of information as required in connection with the annual production of audited accounts.

Key Performance Management Responsibilities

Manage development and implementation of monitoring systems for organisational performance indicators.

Key Service Development Responsibilities

Contribute to the negotiation and review of contracts as appropriate.

Ensure value for money in the delivery of all support services and identify efficiency savings and deliver improvements in effectiveness.

Key People Management Responsibilities

Manage currently one receptionist/administrator including regular supervision and conducting annual appraisals.

Key Stakeholder Partnerships Responsibilities

Develop and maintain credible and ethical working relationships with external stakeholders.

Key Administrative and Health and Safety Responsibilities

Ensure all necessary administration in relation to area of work is undertaken in a timely and effective manner and records are stored in accordance with policy.

Ensure all Health and Safety responsibilities and procedures are adhered to and all risks minimised in line with the organisation's Health and Safety Policies.

Ensure requirements of GDPR are met by the organisation.

Key Strategic Responsibilities

Assist the Chief Executive in developing and monitoring the organisation's strategic and operational plans, providing the strategic financial context for the plans.

General

Continue to develop and improve own performance through attendance at relevant training courses.

Represent and promote the aims, values and principles of NCBC, with particular emphasis on equal opportunities and attend and participate at conferences and seminars as required.

Such other duties as the Chief Executive on behalf of NCBC may from time to time determine and such other duties which are consistent with the grade of the post.

Summary of Key Benefits/Terms and Conditions of Employment

Contract	Permanent
Hours	Full-time, 37.5 hours per week. Monday – Friday, 9 am – 5 pm (inclusive of a 30 minute unpaid lunch break per day)
Salary	Circa £40K (Reviewed in April each year).
Annual Leave	25 days plus 12 statutory days per annum.
Probation Period	The post will be subject to satisfactory completion of a six-month probationary period.
Pension Scheme	The successful candidate may join the Company Contributory Pension Scheme where NCBC contributes up to 5% of salary.
Medical Care	Option to take out private medical care
Death In Service	Employer Death in Service scheme in operation