



## **JOB DESCRIPTION**

JOB TITLE: Finance Officer/Book-Keeper

PLACE OF WORK: NCBC, 2 Duncairn Gardens, Belfast. BT15 2GG

### **Context of the Job**

North City Business Centre provides office and commercial workspace to a range of businesses in North Belfast, supports business start-ups and works to increase the job creation potential of new and existing micro and small businesses through the provision of information, advice, training, mentoring, seminars and access to grants. The postholder will be responsible for supporting the finance functions of the organisation.

### **Main Duties and Responsibilities**

- Ensure that all financial transactions are recorded accurately in the correct ledgers following accounting standards and principles.
- Creating and sending invoices, making sure invoices from suppliers are accurate and paid on time.
- Assisting with the preparation of monthly, quarterly and annual management accounts including full reconciliation of all Balance Sheet accounts and provide insightful analysis and commentary on variances.
- Assist with the production of annual financial accounting activities including profit and loss, financial analysis, journal entries.
- Undertake Bank reconciliations of the company's accounts.
- Contribute to the preparation of management reports on an ad hoc basis to support proposed strategic decisions.
- Support the preparation and processing of monthly payroll, pension submissions and HMRC payments and assist in completion when required.
- Assist in the preparation of annual budgets and forecasting.
- Support the preparation of financial reports for presentation to quarterly board meetings.
- Ensure accurate and timely submission of VAT returns to HMRC.
- Assist with year-end audit and liaising with auditors.
- Provide high level support for day to day financial operations
- Other ad hoc financial duties as and when required

### **Key Partnerships Responsibilities**

Contribute to the development and maintenance of credible and ethical working relationships with funders to ensure effective contract management from a resource perspective, ensuring effective communication with the Chief Executive and the Executive Leadership Team.

## Key Organisational Responsibilities

Contribute to ensuring that systems and procedures are best suited to meet client/stakeholder/organisational needs.

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

Comply with the organisation's Confidentiality policy at all times, ensuring the highest levels of information security, data protection and confidentiality and the requirements of GDPR are met by the organisation.

Continue to develop and improve own performance through attendance at relevant training courses and undertake professional development and accreditations as appropriate to the role and as required.

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

<b>Contract</b>	Permanent
<b>Hours</b>	Part-time, 3 days (22.5 hours) per week. Working days & hours negotiable. An element of hybrid working can be considered.
<b>Salary</b>	£23.5K - £27K per annum pro-rata (depending on experience and reviewed in April each year).
<b>Annual Leave</b>	25 days plus 12 statutory days per annum pro-rata.
<b>Probation Period</b>	The post will be subject to satisfactory completion of a six-month probationary period.
<b>Staff Development</b>	Employer commitment to staff personal and professional development.
<b>Pension Scheme</b>	The successful candidate may join the Company Contributory Pension Scheme where NCBC contributes up to 5% of salary.
<b>Medical Care</b>	Option to take out private medical care.
<b>Death In Service</b>	Employer Death in Service scheme in operation.