



JOB DESCRIPTION

JOB TITLE: Finance and Administration Manager

PLACE OF WORK: Belfast

RESPONSIBLE FOR: Finance and Administration Staff

ACCOUNTABILITY: 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 and development of the charity through changing economic and commissioning situations and be responsible for the delivery of modern, efficient and effective financial, administration, procurement, insurance, and system development services.

The post-holder will also be responsible for the delivery of key performance management metrics, the development and management of new projects and adherence to contractual/service level agreements` requirements.

Key Financial Management Responsibilities

Undertake strategic financial planning, budgetary control and financial modelling

Implement internal financial controls including preparation of management accounts, management information and operating statistics.

Undertake or commission internal audit as appropriate to continuously confirm robustness of all financial controls.

Ensure continuous development of management information, including both internal and external reporting.

Undertake the production of monthly management accounts and quarterly key performance indicators in accordance with an agreed timetable.

Administration of all aspects of payroll which is currently outsourced including pension automatic enrolment and administration.

Ensure appropriate contracting with funders and manage contracts accordingly.

Take the lead in co-ordinating the annual budget setting process, developing contingency models, monitoring performance against agreed budgets and advising on remedial action to be taken, if and when required.

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

Support the Audit and Risk Committee functions and provide and present Management Reports to the CEO and Board of Trustees on a timely basis and advise on financial governance, risk management and best practice for the organisation.

Key Performance Management Responsibilities

Manage development and implementation of monitoring systems for organisational performance indicators and standards, including ensuring data quality and compliance with internal and external audit requirements.

Prepare and submit reports to commissioners/funders in connection with the above duties.

Provide training and guidance to staff on performance and service improvement.

Develop and co-ordinate relevant consultation activities as appropriate and liaise with colleagues to ensure the outcomes of consultation are used to inform service improvement.

Provide effective leadership, support and motivation to staff in the team reporting to you. Ensure all staff are recruited, trained, managed, appraised and developed in accordance with internal and statutory procedures in an effective and sensitive manner.

Assist in the development of an innovative and customer focused approach to continuous service development and improvement that responds to the needs and aspirations of clients.

Advise managers of issues regarding and arising from performance and service improvement matters.

Co-ordinate regional performance indicator information, providing regular updates to partner agencies and co-ordinating regional meetings.

Key Service Development Responsibilities

Develop and implement (with approval) new or improved service concepts or delivery mechanisms which reflect best practice.

Analyse monthly and quarterly statistics highlighting organisational service delivery, and advise and ensure where appropriate remedial action is taken in areas of underperformance.

Anticipate changes in legislation, regulation and identify areas of best practice that may impact on future service delivery practices.

Design proposals for new business models, where required, in consultation with the Chief Executive.

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

Assess and manage the performance of the financial and administrative staff including regular supervision and appraisal.

Contribute to the selection of staff as a recruitment and selection panel member.

Identify and address the learning needs of individual staff and teams within the finance and administrative functions and ensure that NCBC's training and development policies are effectively implemented across these functions.

Implement NCBC's Performance, Grievance and Disciplinary procedures and policies.

Key Stakeholder Partnerships Responsibilities

Develop and maintain credible and ethical working relationships with funders at the highest levels to ensure effective contract management from a resource perspective, ensuring effective communication with Chief Executive and other members of the Executive Leadership Team.

Ensure resource information is provided to funders as agreed in a timely manner that meets their needs and the requirements of any service delivery agreements.

Ensure the expectations of clients/funders/stakeholders are managed effectively and in a manner that does not damage the relationship with NCBC.

Deal promptly with client/funder/stakeholder issues in a prompt and rigorous manner, determining and ensuring lessons are learned and communicated to the team and others.

Develop strong and effective networks in the sector and beyond that could result in future work for the organisation while maintaining the reputation of NCBC in the marketplace.

Identify and investigate potential partnerships for the delivery of services.

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 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

Manage a proactive culture to Health and Safety across the organisation

Ensure that any matters in relation to Health & Safety issues are resolved and / or brought immediately to the attention of the appropriate personnel.

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, developing key performance indicators for effective financial management and developing a strategic budget to underpin the financial viability of the organisation.

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.

Co-operate with other members of NCBC staff and co-ordinate work programmes where appropriate.

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	37.5 hours per week.
Salary	circa £35k with annual salary review 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