  
**Job Description and Specification**

Job Title: **FINANCE ADMINISTRATOR**

Responsible To: **BOARD OF TRUSTEES (BOT)**

Line Manager: **DIRECTOR**

Location: **BELFAST OFFICE (some travel may be required)**

Hours: **35 HOURS PER WEEK**

Contract: **PERMANENT**

Salary:**£22,000**

Holidays: **25 DAYS PER ANNUM**

**Overall Objectives of the Post**

To provide overarching Finance and Administrative support to the organisation. The Finance Administrator will be responsible for ensuring that all financial operations are completed in a timely and efficient manner. Ensuring that bank transactions are allocated correctly and on time. They will work in conjunction with their colleagues across the organisation to ensure the successful completion of all month end tasks.

**Main Duties:**

1. To provide an efficient and effective reception and telephone service, acting as the first port of call for all external communications as well as general mail, staff post and telephone enquiries.
2. Welcoming Service Users and visitors and showing sensitivity in dealing with the emotive issues involved in the service we provide
3. Reporting and booking in repairs and general maintenance when required, ensuring the sign in of all visitors to the building
4. Procurement of office and other supplies as required by the organisation
5. Filing, Photocopying and ensuring there are adequate forms and paperwork when required
6. Monthly invoicing in a timely and accurate manner.
7. Maintenance and reconciliation of accounts.
8. Allocations of receipts / payments to correct accounts. Ensuring staff have correct paperwork and quotes for purchases.
9. Managing queries within the department from both internal and external customers and clients.
10. Completion of the monthly balance sheet and account reconciliations.
11. Assisting with preparation of financial and monitoring reports to funders.
12. Assisting in the updating and implementing new policies, procedures and processes, as required.
13. Completing and assisting submissions to external bodies such as Companies House and the Northern Ireland Charities Commission.
14. Liaising with auditors and other professionals as necessary.
15. Submission of Payroll information
16. Complete daily accounts through the accurate identification of income / expenditure items and providing updates as necessary to staff across the organisation.
17. Contributing to the ongoing development of the Finance Department, Suggesting and implementing new procedures to increase the productivity and strengthen the output of our financial records
18. The Finance Administrator will maintain high standards of personal accountability.

**Essential Qualifications & Experience**

* Five GCSEs at grade C or above to include Maths and English (or equivalent)
* Three year’s full-time experience as a paid member of staff as a Finance Administrator or similar
* Experience of working on own initiative with limited ongoing supervision.
* Excellent Microsoft Office Skills, particularly Excel and Word.

**Essential Competencies**

* Good written and verbal communication skills;
* Good interpersonal skills;
* Commitment to equality and social inclusion;
* Commitment to confidentiality;
* Excellent numeracy skills and an eye for detail;
* Drive and Enthusiasm for both the job role and the organisation.

**Desirable Experience and Competencies**

* Understanding of issues affecting members of the LGBTQIA+ community including but not limited to homophobia, transphobia and heterosexism;
* Experience of working in the LGBTQIA+ Sector as a volunteer or paid member of staff.

**General Information**

The normal working hours are 35 per week, with the core office hours of: 10:00 – 16:00, Monday to Friday. This includes a half-hour lunch break (unpaid). Employees, may, however, work flexible hours of a minimum of 21 hours and a maximum of 48, subject to the guidelines within the Work/Life Balance Policy contained within the Employee Handbook.

The Rainbow Project regards all posts within the organisation to carry a degree of flexibility in their **execution of duties** in order to assist the development of the organisation.

All responsibilities associated with contracted personnel will be carried out in line with the aims and objectives of the organisation and policies set out by the Board of Trustees.

This job description is neither exhaustive nor exclusive and may be reviewed and amended in the future to include any other reasonable duties, projects or tasks as may be requested from time to time and to reflect changing organisational requirements, changing staffing levels, as requested by the Line Manager.

Employees will be expected to be flexible in their approach to working hours, as evening and weekend work may be necessary.

Closing date: **Thursday 4th November 2021 at 12:00 (noon) with a view to interview w/c Monday 8th November 2021**

**For further information please contact**

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