

Job Title: General Administration and Finance Officer - 12 months Fixed Term Contract

Job Location: Belfast

Job purpose: To support the Director and Senior Management in a central administrative role.

Salary: NJC Scale 2 Point 4 £18,933 as of April 2020 (based on 37-hour week)

Hours: 37 hours per week working flexibly between 8am and 6pm Monday to Friday
Staff are expected to work from the office base but may work certain days from home.

Closing date: 7th July 2021

Interview date: 14th July 2021

We are looking for people who are genuinely enthusiastic for our organisation and our mission. This JD describes the typical duties and responsibilities needed to support the administrative core of the organisation. With an administrative background in Fundraising, Volunteer, Campaign and Services development you will best complement and complete the team. On occasion you may have to cover the other tasks, but on the job training will be provided.

Fundraising, Volunteers and Donor Care

Actively assist,

- the administration of the delivery of the approved calendar of fundraising activities
- community fundraising initiatives through developing good relationships with volunteers and supporters to attract public interest and participation and raise funds
- research or draft funding applications as required and seek out "pitches", create meetings or send emails to potential corporate donors/ companies looking for a designated charity of the year or who want to meet before donating
- increasing the scale of the donor/ volunteer/ supporter base across Northern Ireland through marketing/ social media- sharing and producing content
- financial contributions and support from individuals and organisations.
- Promoting and managing the collection box and other passive fundraising
- senior managers and the Organisation to achieve fundraising targets as set by the Management Committee
- the Director to manage and maintain volunteer support and a donor/ volunteer/ supporter base database
- volunteer engagement and supervision- recruiting for street collections and events, going to fresher's fairs, QUB student and EU students with collection box work

Campaign and Communication

Support, identify or help to organise.

- the development of communications materials to engage the public and interested parties in housing and homelessness issues, including through website content and social media
- the development and management of website and social media-based content for Shelter NI campaigns and to raise Shelter NI's profile
- opportunities for maximising campaign reach and impact as required
- events such as street campaigning and public talks to effectively communicate the organisations vision and message to all key stakeholders
- good records: including logging of data for monitoring and evaluation, database management
- responses to consultations and requests for information or advice from members of the public, other voluntary/community bodies and interested parties, the various media and Press, draft press statements
- letting fees requests, advocacy, media engagement, legal aid/ support

New Service Development/ Support/ Monitoring

Assist with

- New service development
- Membership development
- Administration tasks for regulators and funders

Governance and Administration

- Assist the recurrent review of policies and procedures, monitor the drafting of new policies and procedures
- Assist the Director with Shelter membership and Trustee applications, ensure that the Charity Commission NI and Companies House records are maintained
- Support the Management Committee and the Annual General Meeting administration, including Annual Trustee Report
- Assist the Director to draft MC papers/ other documents- tenders and progress reports
- Prepare minutes, reports and attend meetings of the Senior Management Team

Bookkeeping, Payroll, Pension and Financial Administration

- Record invoices for approved purchases and approved expense claims in a manual or online system and process through to the bank for authorisation in line with Shelters Financial Systems
- Administer the Payroll system and record the amounts in the data systems and onward through to the bank for authorisation
- Ensure the auto enrol pension process is maintained for participating staff
- Ensure that income from rent accounts and other funders is received
- Support local staff dealing with rent arrears in line with policy
- Provide staff with regular information regarding salary and service users with rent statements
- Record fundraising related income and thank individual donors
- Maintain a watching brief on the cashflow in the bank, on petty cash and on the Mastercard
- Support the annual audit requests for information
- Provide various system reports as required
- Liaise with the bank regarding any administration of accounts or authorisation
- Ensure that cash is banked as soon as possible

Human Resource and Corporate Support

- Prepare draft correspondence for the Director on staff related matters
- Support the recruitment process, advertising, shortlisting, interview panels
- Liaise and manage the email and Microsoft 365 systems and passwords
- Sort and allocate incoming paper and electronic mail
- Organize and file documents
- Handle incoming calls
- Supporting SMT, Fundraising Teams and other organisation wide activity
- Maintain a watching brief on telephone, IT, insurance, office leases and other contracts and liaise with the responsible officers in good time

General

- You will be provided with training relevant to the position
- You must adhere to Shelter Northern Ireland policies and procedures.
- You may be required to be flexible in your hours which may involve attendance outside the normal hours of business including during the working week and at weekends.
- You will work as part of a team and will be expected to be reliable and professional in all aspects of your performance and conduct.
- You will be expected to foster good relationships with all Shelter NI staff

Any other duties. The duties and responsibilities will vary from time to time. New requirements may emerge but will be similar in character to this list. Depending on circumstances, some essential tasks will be prioritised over other tasks.

Person Specification:

Essential Requirements

- 5 GCSEs including maths and English (or equivalent).
- Minimum 2 years' experience in book-keeping and administration within the last 5 years.
- Computer literate with working knowledge of finance and accounting software packages, working knowledge of MS Office to include Word, Outlook, PowerPoint, Excel, and working knowledge of social media.
- Working knowledge of salary administration, PAYE and pensions.
- Excellent verbal and written communication skills including report writing skills.
- Good team player.
- Flexible and positive approach. Able to prioritise and compete tasks within tight deadlines.
- Self-motivated with the ability to use own initiative.
- Ability to work to high standards of accuracy.
- Strong organisational and time management skills.

Desirable Requirements

- Any recognised accountancy qualification.
- Work experience in the voluntary sector.
- Working knowledge of XERO.
- Working knowledge and experience of housing/property management.
- Advanced organisational and administration skills.

- Capable of efficient time management and meeting deadlines .
- Has worked on own initiative.
- Has produced reports from statistics/ research.
- Public speaking/presentations
- Other relevant qualification(s) (e.g. finance, administration, policies, social media and marketing, HR, fundraising, volunteer management).

Application Method

To apply please download both the application form and separate equality form from our website www.shelterni.org.

SHELTER NI IS AN EQUAL OPPORTUNITIES EMPLOYER AND WELCOMES APPLICANTS REGARDLESS OF GENDER, INCLUDING GENDER REASSIGNMENT, MARITAL OR CIVIL PARTNERSHIP STATUS, HAVING OR NOT HAVING DEPENDANTS, RELIGIOUS BELIEF OR POLITICAL OPINION, RACE, DISABILITY, SEXUAL ORIENTATION OR AGE

APPLICATION FORM

Position: General Administration and Finance Officer

Code: GAFO-JUN21- (Official Use Only)

SURNAME:	FORENAME(S):
ADDRESS:	TEL NO:
	MOBILE:
	EMAIL:
NATIONAL INSURANCE NUMBER:	

ACADEMIC QUALIFICATIONS (continue on a separate sheet if necessary)			
YEAR	‘O’ LEVEL, GCSE, ‘A’ LEVEL, ‘AS’ LEVEL, RSA, Other	SUBJECT TAKEN	RESULT

ACADEMIC QUALIFICATIONS (After school e.g. At a college of further education or university)			
COLLEGE/ UNIVERSITY ATTENDED	SUBJECT(S) TAKEN	GRADE/QUALIFICATION OBTAINED	YEAR

EMPLOYMENT HISTORY (INCLUDING ANY VOLUNTARY WORK) – Please start with your present or last employer			
From/To	Name & Address of Employer	Position Held and Brief Description of Duties	Reason for Leaving and Final Salary

COURSES ATTENDED (Give details of courses attended relevant to application)			
Name of Course	Length of Course	Course Provider	Year

(Continue on a separate sheet if necessary)

<p>Do you have a right to work in the UK?</p> <p>The British Asylum and Immigration Act requires that all successful candidates must provide evidence of their Immigration status and eligibility to work in the UK. You will be asked to provide evidence, if you are called for an interview.</p> <p>(Please delete as appropriate) YES/NO</p>

DO YOU HAVE A CURRENT FULL DRIVING LICENCE?	(Please delete as appropriate) YES/NO
DO YOU OWN/HAVE USE OF A CAR?	YES/NO

<p>Medical Status– Please inform us about any arrangements or adjustments that you may need us to put in place for you in the selection process, such as for an interview or test. This will help us to help you.</p> <p>If, instead, you would prefer to discuss this with us, please telephone Ânia Gonçalves on 02890247752 as soon as possible.</p>
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WHAT LENGTH OF NOTICE WOULD YOU BE REQUIRED TO GIVE YOUR PRESENT EMPLOYER
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PLEASE PROVIDE DETAILS OF 2 PEOPLE (NOT DIRECTLY RELATED TO YOU) WILLING TO ACT AS REFEREES. AT LEAST ONE MUST BE ABLE TO COMMENT ON YOUR WORK EXPERIENCE RELATING TO THIS POST (ONE MUST BE YOUR CURRENT OR LAST EMPLOYER)	
<p>Name:</p> <p>Profession:</p> <p>Address:</p> <p>Tel. No.</p> <p>Email</p>	<p>Name:</p> <p>Profession:</p> <p>Address:</p> <p>Tel. No.</p> <p>Email</p>

STATEMENT OF APPLICANT:

The above information is true to the best of my knowledge and I understand that any answers given which prove to be inaccurate may invalidate my application.

SIGNED: _____

DATED: _____

An application returned by email will be treated as if it were a signed statement.

NOTE TO APPLICANTS:

- Applications forms must be completed in full
- CV's **will not** be accepted
- Application forms received after the deadline date and time will not be accepted
- Please return the Equal Opportunities Monitoring Form
- If you do not hear from us within one week of the closing date, please assume that you have not been shortlisted on this occasion

The completed application form must be returned to:

info@shelterni.org before:

12:00 p.m. on Wednesday 7th June 2021

Applicants short listed will be interviewed for the above post via zoom videocall on 14th July 2021.