

**Job Title:** General Administration and Finance Officer (Maternity Cover) - 6 months Fixed Term Contract with a potential extension to 12 months subject to circumstances and available finance.

**Job Location:** Belfast

**Job purpose:** To support the Director and Senior Management to develop the organisation, to maintain efficient operations and ensure compliance with company policies.

**Salary:** NJC Scale 2 Point 4 £18,426 as of April 2019 (based on 37-hour week)

**Hours:** 37 hours - Full Time between 9am and 5pm from Monday to Friday.

**Closing date:** 19/03/20

**Interview date:** 26/03/20

**Starting date:** 06/04/20

### **Detail of Duties and Responsibilities**

#### **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

### **Fundraising, Volunteers and Donor Care**

- Assist in planning a calendar of appropriate fundraising activities to attract public interest and participation and raise funds
- Enable community fundraising initiatives through developing good relationships with volunteers and supporters
- Research and draft funding applications 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
- Increase the scale of the donor/ volunteer/ supporter base across Northern Ireland through marketing/ social media- sharing and producing content
- Actively seek financial contributions and support from individuals and organisations.
- Promote and manage the collection box and other passive fundraising
- Assist in organising events and/or campaigns which complement the fundraising events calendar
- Assist the Director and the Organisation to achieve fundraising targets as set by the Management Committee
- Maintain an up to date donor/ volunteer/ supporter base database
- Assist the Director to manage and maintain volunteer support
- 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**

- Develop communications materials to engage the public and interested parties in housing and homelessness issues, including through website content and social media
- Develop and manage website and social media-based content for Shelter NI campaigns and to raise Shelter NI's profile
- Identify opportunities for maximising campaign reach and impact, in cooperation with the Director and wider team
- Organise and implement events such as street campaigning and public talks
- Effectively communicate the vision and direction for the campaigns with all key stakeholders
- Maintain good records: including logging of data for monitoring and evaluation, database management
- Respond to requests for information, advice from members of the public, other voluntary/community bodies and interested parties on the campaigns
- Liaise with the various media and Press, draft press statements and responses to consultations • Advice to drop ins and phone ins/ signposting if possible
- Letting Fees, advocacy, media engagement, legal aid/ support

### **New Project Development/ Support/ Monitoring**

- Project planning: developing and updating Trusted Trader Scheme; Night Space; Homeshare
- Membership development; 40th Anniversary Programme
- Admin tasks for public bodies and funders: RHI, SLATE QMT, SP reaccreditation, submitting relevant documents to funding applications, reports for TTS funders etc

### **Governance and Administration**

- Schedule the review of current 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
- Draft MC papers/ other documents- tenders and progress reports
- Prepare reports and attend meetings of the Senior Management Team and identify activities to increase innovation and creativity to support the fundraising strategy.

## **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 complete 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 VT Transaction and MoneySoft.
- 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 this website.

**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 Admin. And Finance Officer (Maternity Cover)

Code: \_\_\_\_\_ (Official Use Only)

<b>SURNAME:</b>	<b>FORENAME(S):</b>
<b>ADDRESS:</b>	<b>TEL NO:</b>
	<b>MOBILE:</b>
	<b>EMAIL:</b>
<b>NATIONAL INSURANCE NUMBER:</b>	

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

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

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

(Continue on a separate sheet if necessary)

**MEMBERSHIP OF PROFESSIONAL BODIES EG. CHARTERED INSTITUTE OF HOUSING:**

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**ANY STUDIES BEING UNDERTAKEN AT PRESENT:**

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<p><b>ANY OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION (continue on a separate sheet if necessary)</b></p>

<p><b>Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)</b></p> <p><b>Please be advised that Shelter NI adheres to the Access NI Code of Practice and has a policy on the recruitment of ex-offenders, copies of which are available upon request from Shelter NI Head Office.</b></p>
<p><b>The information contained in this application form will be seen only by staff involved in the recruitment and selection process.</b></p> <p><b>We believe that having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and the background of the offence(s).</b></p>

<p><b>Do you have a right to work in the UK?</b></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>

<p><b>DO YOU HAVE A CURRENT FULL DRIVING LICENCE?</b></p>	<p>(Please delete as appropriate) YES/NO</p>
<p><b>DO YOU OWN/HAVE USE OF A CAR?</b></p>	<p>YES/NO</p>
<p><b>MEDICAL HISTORY – Do you suffer from any physical or mental impairment that would prevent you from undertaking the job offered to you</b></p>	
<p> </p>	

<p><b>WHAT LENGTH OF NOTICE WOULD YOU BE REQUIRED TO GIVE YOUR PRESENT EMPLOYER</b></p>
<p> </p>

<p><b>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)</b></p>	
<p><b>Name:</b></p>	<p><b>Name:</b></p>
<p><b>Profession:</b></p>	<p><b>Profession:</b></p>
<p><b>Address:</b></p>	<p><b>Address:</b></p>
<p><b>Tel. No.</b></p>	<p><b>Tel. No.</b></p>
<p><b>Email</b></p>	<p><b>Email</b></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:

**Ânia Gonçalves**  
**Shelter NI**  
**58 Howard St**  
**Belfast**  
**BT1 6PJ**

Mailto: [info@shelterni.org](mailto:info@shelterni.org) before:

**4.00 p.m. on Thursday 19<sup>th</sup> March 2020**

**Applicants short listed will be interviewed for the above post at the Shelter NI Head Office premises on 23<sup>th</sup> March 2020.**

**Expected starting is on the 6<sup>th</sup> April 2020.**

**Shelter NI Head Office address is:**  
**58 Howard Street**  
**Belfast**  
**BT1 6PJ**