



*Jobs with Purpose*

<b>Job title</b>	Finance Administrator
<b>Main Function</b>	<p>The Finance Administrator will provide administrative support to the Head of Finance across NOW Group's Grant Funded programmes and Social Enterprises.</p> <p>The successful candidate will provide hands on support to ensure that financial policies and procedures are adhered to. This includes purchase and sales ledger, credit control and general finance admin duties.</p>
<b>Location</b>	NOW Group Head Office, 15-17 Grosvenor Road, Belfast, BT12 4GN <i>(Hybrid working model)</i>
<b>Reports to</b>	Head of Finance
<b>Hours</b>	25 hours per week
<b>Salary scale</b>	£25,000.00 per annum (pro-rata)
<b>Benefits</b>	<p>25 days annual leave plus 12 statutory days (pro-rata) Health Cash Plan (on successful completion of probationary period) Access to confidential Staff Counseling &amp; Financial Advisory Services Stakeholder Pension Scheme (5% employer contribution) Bike to Work Scheme Holiday purchase scheme Flexible working initiatives Wellbeing initiatives</p>

**Mission**

Supporting people with learning difficulties and autism into jobs with a future.

**Vision**

A society where people with learning difficulties live, work and socialize as valued citizens.



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## Main Responsibilities

1. Maintain the purchase ledger by posting invoices to the relevant departments.
2. Maintain the sales ledger by raising invoices to the relevant customers and provide support with credit control, including aged debt.
3. Process and set up online bank payments in line with the payment calendar.
4. Provide supplier remittance in a timely manner.
5. Prepare monthly staff expense claims and payments.
6. Oversee the accounts@nowgroup and accounts@loafcatering Inboxes, responding to queries and processing invoices as required.
7. Weekly bank reconciliations for company bank accounts.
8. Monthly reconciliation of petty cash and credit card statements, including posting to Sage.
9. Ensure all finance records are filed and stored in line with the organisation's Sharepoint policy.
10. Support Head of Finance with external audits for both funders and auditors.
11. Adhoc admin support across the organisation as necessary.

***This job description is not definitive and may be subject to review as the duties and responsibilities determine.***

NOW Group adhere to the AccessNI Code of Practice and it is our policy to obtain an Enhanced Disclosure for employees who will be working within our service delivery teams. This check will be completed before employment commences and only if successful at interview. For further information please refer to the Access NI Code of Practice at [AccessNI Code of Practice \(nidirect.gov.uk\)](https://nidirect.gov.uk)

A copy of our policy on the secure handling, use, storage and retention of information is available on request.

In line with the Rehabilitation of Offenders (Exceptions)(NI) Order 1979 (as amended in 2014), NOW Group's will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure. Please note that a criminal record will not necessarily be a bar to obtaining a position. A copy of our policy on the Recruitment of Ex-Offenders is available on request.



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## Personnel Specification

### Essential

1. Experience providing administrative support within a finance function.
2. IT proficient and competent in the use of Microsoft Office suite.
3. Excellent verbal and written communication skills.
4. Excellent interpersonal skills and team orientated.
5. High attention to detail, highly organised with the ability to work to deadlines.
6. Ability to work with a high level of discretion and confidentiality.

### Desirable

1. Full driving licence and access to a car (if the effects of a disability preclude an individual from holding a driving licence they should indicate how they can meet the mobility requirements of the post, i.e. ability to get to different sites)
2. Experience working with Sage 50 Accounts.
3. Experience working with Customer Relationship Management System (CRM)

**Shortlisting will be based on the evidence that you supply on your application form to satisfactorily demonstrate how, and to what extent, you meet the above criteria. The Shortlisting Panel will not make assumptions as to your circumstances, qualifications, and experience.**

## Values & Behaviours



All employees in NOW Group are required to subscribe to the values of the organisation and demonstrate these values through agreed behaviours in their day to day work and their relationships with participants, stakeholders and colleagues.

**Candidates will be expected to demonstrate relevant values and behaviours as part of the interview process.**