



# FINANCE OFFICER INFORMATION PACK

August 2022

# Introduction

## Dear Candidate

Thank you for your interest in joining Springboard as a Finance Officer.

We're very proud of the work we do as a team to help young people and adults maximise their choices and opportunities. We work alongside and support our participants as they navigate their development and are privileged to be part of their journey. We also value our staff who work at Springboard to make it happen.

We aim to realise even greater impact in the future, thanks to the trust placed in us by the agencies and organisations that support us.

In order for us to be able to deliver needs-led learning, and build meaningful relationships that improve people's lives, we count on a highly motivated and committed staff team. This includes our valuable finance team and that's where you come in.

You can find out a lot more about the role elsewhere in this document, and much more about the organisation on our website [springboard-opps.org](http://springboard-opps.org)

We're as keen to develop our staff as we are the young people we support, so this role offers a great opportunity for personal development and growth.

Our values and our participants guide us in everything we do, so if you are as passionate as we are, about employing your skills to support young people, we would love to hear from you.

## Angila Chada

Executive Director



DEVELOPING CAPACITY | VALUING DIVERSITY | BUILDING PEACE

# Who are Springboard?

**Springboard are changemakers, committed to building a society that develops and strengthens capacity, promotes citizenship, better values diversity and increases mutual appreciation across all people.**

Over the past three decades we have remained focused in supporting young people and communities from areas facing disadvantage.

We are committed to:

- empowering people and communities and supporting growth where the future offers choices, opportunities, and advantages.
- supporting a re-invigorated sense of belonging and responsibility for where we all live.
- contributing to a society that is inclusive and values mutual understanding and diversity.



Making a difference and focusing on being the best we can be, in all we do, is the lifeblood of the organisation. We believe in always being ‘dynamic’ and responsive to changing needs and times.

We are now looking for a Finance Officer, who will provide support to the Senior Finance Officer and cover a wide range of financial responsibilities within the organisation.

At Springboard we like to do things differently. People are at the heart of all we do. We measure our worth through the experiences of our participants. Our staff are committed and passionate in supporting positive change that lasts for the participant and community. As a Finance Officer, you will join our team and be part of making a difference to the lives of our participants.



# What we can offer you!

- a competitive salary at £25419 per annum (pro rata if part-time)
- hybrid working, if full-time
- 3% pension contribution
- childcare vouchers scheme
- paid comprehensive induction
- 25 days per year, plus 12 statutory days (pro rata if part-time)
- travel mileage
- laptop & mobile phone provision (if appropriate)
- wellbeing & development days
- support & supervision
- team meetings for shared learning & practice
- continuous professional development including non-managerial support and half day per week release for approved training
- organisation volunteer days, and
- an enjoyable workplace!

## Job Description

<b>Title:</b>	Finance Officer
<b>Responsible to</b>	Executive Director
<b>Reports to</b>	Senior Finance Officer
<b>Hours:</b>	Part time (19 hours/week) or Full time (37.5 hours/week)
<b>Location:</b>	Belfast
<b>Duration</b>	Permanent

### Main Responsibilities

- Ensure that appropriate manual and computerised financial records, ledgers and cheque journals are maintained.
- Maintain appropriate filing systems for financial and administrative records.
- Maintaining purchase ledger and undertaking collection, processing and recording of incoming and outgoing invoices using appropriate computer packages.
- Processing of orders, payments to suppliers and invoicing.
- Perform credit control duties.
- Undertake banking as and when required.
- Complete monthly bank reconciliations.
- Post monthly depreciation.
- Maintaining and operation of SAGE payroll system.

- Paying the monthly / weekly salaries and related Inland Revenue payments liaising with external agents as required. Preparing and posting the monthly salaries journal. Reconciling the payroll nominal ledger accounts.
- Liaise and maintain relationships with bank and accountants as required.
- Complying with financial policies, procedures and internal controls.
- Assist Senior Finance Officer in provision of financial information for funders, budget holders and management.
- Provide support to Senior Finance Officer with preparation of accounts for audit.
- Carrying out administrative functions, including answering phones and greeting visitors.

## Reporting

- Reports to and updates Senior Finance Officer on a regular basis.

## General Responsibilities

There are standard duties and responsibilities all employees irrespective of their role within Springboard are expected to be familiar with and adhere to:

- Treat everyone with courtesy and respect.
- Prepare for and participate in all individual and staff development activities.
- Attend regular training and development opportunities to maintain an up-to-date skills and knowledge.
- Participate fully in conferences, courses, meetings as required.
- Participate in development of innovative and alternative approaches to work with young people.
- To ensure confidentiality, always, only releasing confidential information obtained during the course of employment to those acting in an official capacity and in accordance with the provisions of Data Protection Act and amendments.
- Awareness of organisation objectives and provision and compliance with all procedures, policies, and regulations.
- Promote the aims and objectives of the organisation.
- Committed to and work within the code of conduct, mission, values, and objectives of Springboard.
- Carry out any other duties as required.

This job description is a broad picture of the job at the date of preparation. It is not exhaustive; the job holder will be expected to be flexible. It is recognised that jobs change and evolve over time and any necessary changes will be discussed with the job holder.

# Person Specification

<b>ESSENTIAL CRITERIA</b>	
<b>Educational and Professional Qualifications</b>	Hold a recognised finance or bookkeeping qualification
<b>Experience</b>	<p>A minimum of full time two years paid experience in a finance administration role.</p> <p>One years' experience using Sage Line 50 Accounts or other accounting packages.</p> <p>One years' experience using Sage Payroll or other payroll packages</p>
<b>Skills, Abilities &amp; Qualities</b>	<p>Highly proficient in use of Microsoft Office packages particularly Excel.</p> <p>Good administrative skills, with an ability to maintain filing systems, records and files.</p> <p>Good organisational skills and ability to prioritise.</p> <p>Ability to work on own initiative.</p> <p>Ability to work under pressure, adapt and respond to changing demands and time deadlines.</p> <p>Good social skills for internal and external communication.</p> <p>Ability to work as a key member of a team.</p>
<b>Other Factors</b>	Commitment to own development.
<b>DESIRABLE CRITERIA</b>	
<b>Qualifications</b>	IATI qualification or part qualified
<b>Experience</b>	<p>3 years' experience of working within financial administration.</p> <p>Experience of preparing grant claims to funders.</p> <p>Experience of working within the voluntary/community sector.</p>



### Applicants please note

We reserve the right to heighten criteria based on demand. Further appointments may be made from this competition should Springboard positions become vacant which require the same eligibility criteria and have similar duties and responsibilities.

Springboard is an Equal Opportunities Employer

## HOW TO APPLY

Please forward a copy of your CV and complete the attached monitoring form and supplementary questions and email to [markhughes@springboard-ops.org](mailto:markhughes@springboard-ops.org)

## TIMELINE

Closing date for applications	19 <sup>th</sup> September 2022 at 4pm
Interviews	To be confirmed



The logo for Springboard Opportunities Limited features a stylized wave graphic above the word "springboard" in a bold, blue, lowercase sans-serif font. Below "springboard" is the phrase "opportunities limited" in a smaller, blue, lowercase sans-serif font.

**springboard**  
opportunities limited

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**Facebook:** [@Springboard Opps](https://www.facebook.com/SpringboardOpps)

**Instagram:** [@springboardopps](https://www.instagram.com/springboardopps)

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