

 

**Job Description**

**POST DETAILS:**

**Job Title:** Finance Officer

**Location:** Belfast or Sligo (with responsibilities in both regions)

**Salary:** £28,000/€32,200 per annum pro rata

**Hours:** 18 hours per week [with options considered for a full time position if skills set/experience matches other roles being advertised, eg Monitoring or Administrative Officer]

**Role Brief:**

The Rio Ferdinand Foundation are recruiting an experienced Finance Officer to oversee the financial monitoring and reporting on an exciting new cross-border PEACE Academy programme in Belfast and Sligo, funded by the Special EU Programme Body (SEUPB) PEACEPLUS programme <https://www.seupb.eu/>

The aim of this new three-year programme, is to deliver and evidence a PEACE Academy pathway of engagement, learning, social action and employability that will inspire young people from communities in Northern Ireland and Ireland to create shared experiences and build a long-term response to sectarianism, racism and hate on a cross community and cross border basis.

**KEY DUTIES/RESPONSIBILITIES:**

This role will:

* Work with Director of Development and Programme Manager to implement appropriate financial processes around the programme.
* Oversee all expenditure requests, in line with the Foundation’s Financial Controls Policy
* Be the key point of contact for any finance related queries relating to the programme.
* Track and monitor all expenditure for the programme, in line with agreed budgets and cashflow forecasts.
* Collate and send the Director of Development monthly actuals reports reconciled against forecasts alerting them to any deviations from planned budgets.
* Collate monthly invoices and expenditure receipts to share with the bookkeeping team ahead of monthly payment run deadlines.
* Collate monthly timesheets, cross-reference for final sign off and send to payroll for processing ahead of the monthly deadline.
* Ensure all programme expenditure is shared with the bookkeeping team for uploading to our accounting software Xero clearly marked to aid filing under the appropriate cost centre and category.
* Oversee financial reporting and income draw down under the PEACE Academy programme.
* Provide regular financial reports to the Programme Manager and Directors as required
* Work with our Admin Officer on the financial administration of the programme.

**Person Specification/Key skills:**

* + Currently resident in the Republic of Ireland or Northern Ireland
	+ Degree level education in finance/accounting or similar experience
	+ At least two years finance officer experience
	+ Experience of financial administration for complex projects working in multiple currencies.
	+ Experience of third sector financial reporting for a range of funders
	+ Experience of working on SEUPB PEACEPLUS programmes (desirable)
	+ Ability to build positive working relationships with young people, community stakeholders, colleagues and partners
	+ An interest in youth and community development work
	+ Ability to prioritise and manage workload in a fast-paced environment
	+ Competent working independently as well as part of a small team
	+ A confident communicator with good written and spoken English
	+ IT skills including Microsoft office and XERO accounting software (essential)
	+ Experience in writing financial reports and financial draw down processes
	+ Positive and enthusiastic with a can-do attitude.

*Desirable*

* Experience of working on a government or public sector funded programme such as SEUPB

 **Role Requirements**

At Rio Ferdinand Foundation, we are committed to working in a diverse organisation and strive to provide equality of opportunity for all. We encourage and welcome applications from individuals, regardless of age, disability, sex, sexual orientation, gender reassignment or identity, pregnancy and maternity, race, religion or belief and marriage and civil partnership.

If as a disabled applicant (as defined under the Equality Act 2010) you would like to request that your application is considered under our Guaranteed Interview Scheme (GIS) please let us know.

**As part of our commitment to safeguarding, successful candidates will be subject to an enhanced Access NI check or Garda Vetting.**

Applicants must be able to provide proof of eligibility to work in Ireland and the UK.

**Application Deadline** – Tuesday 2nd of September [we will be reviewing applications received before the deadline]

**Interviews** – Monday 7th to Wednesday 10th September