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# Job Description

**JOB TITLE:** Finance, Admin & Monitoring Officer (Omagh HLN)

**RESPONSIBLE TO**: HLN Co-ordinator

**Status of Post:** Fixed term contract until 7th June 2027, subject to continued funding

### **Hours of Duty**: Part Time (25 hrs Per Week)

### Evening work and a flexible approach are expected

**Holidays:** 25 Days plus 12 Statutory Days with Pay plus one additional day for each year of service up to a Maximum of 30 days – pro rata

**Time off in lieu:** Overtime will be remunerated by Time Off in Lieu to be taken within two months of overtime worked or in accordance with any arrangements made with the Board of Directors.

**Salary:** Starting Salary, £23,484 (pro rata)

**Pension:** 6.5% contribution of gross salary

**Place of work:** Across the Omagh District

**Primary business:** Omagh Forum Office, Omagh Community House,

2 Drumragh Avenue, Omagh, Co. Tyrone, BT78 1DP

**Overall Purpose of the Job:**

* To provide comprehensive support to the HLN Co-Ordinator, Social Prescribing Staff and Management in all areas of administration, finance and monitoring

**MAIN RESPONSIBILITIES**

**Finance**

1. Maintain efficient and accurate financial records, systems and procedures for the organisation following Omagh Forum financial procedures
2. Carry out regular analysis of records in order to produce variance reports, which will report actual and projected income and expenditure.
3. Prepare invoices and maintain ledgers to record day to day income and expenditure, cheque journals, bank reconciliations
4. Compile financial returns to funders on project expenditure, ensuring that the requirements are complied with and separate accounting systems maintained. Ensure that budgets are well managed.
5. Undertake financial administration duties including preparation of payment of invoices and expenses, as well as bank account management and reporting to the Board of Directors

**Monitoring**

1. To be responsible for the effective recording and monitoring of project users and activities.
2. To ensure that relevant records, monitoring information adhere to funding requirements.
3. To input and process data and prepare regular progress reports including statistical and financial monitoring information.
4. To assist the Healthy Living Network Coordinator by monitoring budget expenditure to ensure Centre costs are contained within approved budgets.

**Administration**

1. To assist in development and production of funding applications.
2. To establish and maintain appropriate filing and recording systems.
3. To collect, copy, collate and distribute documentation.
4. To receive and deal appropriately with incoming and outgoing mail and email, telephone calls and face to face visitors.
5. To help recruit individuals onto Community Development health programmes following agreed processes and procedures.
6. To support the Programme Co-ordinator and Social Prescribing staff with all aspects of administration
7. To support programme staff by attending networking events
8. To attend required meetings and provide minutes and action points for other staff.
9. To assist with the co-ordination and support of online activities including updating social media.

**General duties**

1. To maintain a confidential and effective system for processing and maintaining all internal documentation and ensure GDPR compliance.
2. Carry out job duties in compliance with Omagh Forum policies and procedures to include equal opportunities and health and safety legislation.
3. Adhere to existing work practices, procedures and undertake relevant training and development activities and to respond positively to new and alternative systems.
4. Keep up to date with new resources in line with industry demand and ensure participants are trained using the most up to date and current resources.
5. Ensure quality of provision at all times.
6. Demonstrate commitment to Omagh Forum through the completion of all tasks allocated to you and by attending staff and development opportunities to ensure that professional competency is maintained.

The key job duties listed above give a broad outline of the functions of the role.  However, these duties must be approached in a flexible manner.  The job holder will be expected to adapt to changing circumstances and undertake other duties as allocated by your Line Manager.  The outline of the job duties may change from time to time. The job holder may be expected to work occasional evenings and weekends.

# P E R S O N N E L S P E C I F I C A T I O N

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| The personnel specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis. |

**Qualifications Required**

* 5 G.C.S.E’s at Grade c or equivalent and above to include English and Maths.
* A *“Level 3”\** qualification in a finance or related discipline would be desirable.

**Experience Required**

* A minimum of 2 years’ experience in an administrative capacity and front of house.
* Highly proficient in using ICT with excellent working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); competent on social media (Facebook, Twitter, Instagram and LinkedIn).
* Experience of working on a funded programme and reporting to funders is desirable

**Knowledge/Skills Required**

* Highly organised.
* Customer service focused with excellent communication and interpersonal skills
* Empathy with people from disadvantaged communities.
* Good team player and able to work independently.
* Can-do attitude.
* Professional and punctual.
* Excellent time management skills.
* Knowledge of child protection/safeguarding adults.
* Ability to drive and access to own car, or ability to demonstrate equivalent level of mobility.
* Ability to work flexibly to meet the requirements of the post

\*<https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>