

April 2024



Dear Applicant

Finance Administrator

Place of work: Scouts NI Headquarters, 109 Old Milltown Road, Belfast BT8 7SP

Thank you for your interest in applying for the above post.

Please find enclosed:

- Job Pack
- Application Form

Short-listing will be based on the responses contained within the application form only.

You are reminded that the closing date and time for receipt of applications is Friday 10th May 2024 by 4.00 pm.

Yours faithfully

A handwritten signature in black ink that reads "Jonathan Gracey".

Jonathan Gracey
Chief Executive

The Scout Association
Northern Ireland Scout Council
109 Old Milltown Road
Belfast
BT8 7SP
NIC103542

Tel: 028 9049 2829
Fax: 028 9049 2830
Email: info@scoutsni.org

www.scoutsni.org



Job Pack

Job Title:	Finance Administrator
Purpose:	To provide general finance and administrative services at the Northern Ireland Scout Office and Crawfordsburn Activity Centre.
Responsible to:	Administration Manager
Location:	Scouts NI Headquarters, 109 Old Milltown Road, Belfast BT8 7SP.
Term:	Full Time, Permanent.
Salary:	£24,648 per annum.
Hours:	Be able to work office hours, 9.00 am to 5.00 pm Monday to Friday (35 hours). Occasional out of hours work may be required for which time off in lieu will be given.
Internal Relationships:	<p><u>Employees:</u> Chief Executive, Administration Manager, Administration Assistant, Development Team, Crawfordsburn Activity Centre staff.</p> <p><u>Volunteers:</u> Chief Volunteer, Regional Lead Volunteers, District Lead Volunteers and all other Volunteers.</p> <p><u>National:</u> The Scout Association staff.</p>
Disclosure:	AccessNI Enhanced Disclosure check required.
References:	Appointment will be subject to two satisfactory references.
Probation:	The post is subject to a six month probationary period.
Receiving applications:	Complete the application form in black ink in your own handwriting and return by post, or hand deliver, to Admin Manager, Scouts NI, 109 Old Milltown Road, Belfast BT8 7SP
Closing date:	Friday 10 th May 2024 by 4.00 pm
Interviews:	Tuesday 21 st May 2024
Start date:	As soon as possible.

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Essential Criteria

- 5 GCSEs A-C, including English Language and Maths.
- Competency in multiple Microsoft Office packages (in particular Outlook, Word, Excel, Powerpoint).
- Competency in Sage Accounting software.
- Good oral and written communication skills.
- 3 years' + experience working in an office environment in a Finance or Admin or Secretarial role.
- Driving licence and access to a car for business activities.
- Have the ability to demonstrate initiative.
- Be willing to become a member of The Scout Association and undertake The Scout Association's mandatory training.

Desirable Criteria

- Business Studies qualification.
- Accounting Technician qualification.
- Knowledge of, or working with/in a charity/youth organisation environment.

Job Description

Income and payments

- Processing e-commerce orders received through the scoutsni.org website.
- Recording income and expenditure for Scouts NI and Crawfordsburn Activity Centre in the Sage accounting system.
- Recording income and expenditure for events in Excel.
- Ensure invoices and expense claims are appropriately authorised, paid within agreed time limits and entered into the Sage accounting system.
- Review payroll reports from payroll provider and ensure payments are made accurately and on time including for HMRC.
- Maintain appropriate accounting records for Scouts NI and Crawfordsburn Activity Centre.
- Petty Cash administration.

Reconciliations

- Reconcile bank accounts monthly.
- Reconcile Worldpay and Pay360 (Credit/Debit card) income and expenditure against income record and bank statements.
- Reconcile Standing Orders and Direct Debits against bank statements.
- Perform such other reconciliations as requested by the Administration Manager and Chief Executive.

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Reports & Audit

- Assist with processing monthly return templates.
- Produce financial reports for review by multiple users including reference to Key Performance Indicators and explanation of variances.
- Assist with the preparation of annual budgets and related reports.
- Assist the Chief Executive with the gathering of information required to complete the year end accounts and assisting with the preparation of accounts for review by external auditor.
- Assist with the mapping of grant expenditure and the drafting of reports for funders.

Supporting the Board and Sub-Committees

- Assist the Chief Executive in providing advice and reports to the Scouts NI Board of Trustees and Sub-Committees.
- Support the maintenance of fixed asset and physical asset registers.

General Office duties

- Assist with the maintenance of database systems, as required.
- Answering email and telephone enquiries.
- Dealing with sending and receiving post and deliveries.
- Recording, filing and retrieval of information and documentation.
- Providing a broad range of administrative support, as required.
- Using Word and Excel for the production of invoices, letters and other articles.
- Undertake any other duties as required, that are within the competence of the post holder and conducive to the effective delivery of the role.

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