
Mediation Northern Ireland Job Description

Job Title: Finance Reporting Officer (part-time temporary post)

Grade: NJC Scale 6 (Currently starting at £22,251-pro rata)

Purpose of Job

To support the development of Mediation Northern Ireland as an effective social enterprise by providing financial reporting for use by the organisation's Board of Trustees, management, staff and customers. The post holder reports to the Assistant Director and works alongside the full time Finance Officer.

Main Activities of Job

1. Financial reporting

Responsible for Mediation Northern Ireland's routine accounting reporting including:

- Preparation of regular Board & Management accounts
- Provision of regular financial information to project managers.
- Provision of information for external auditors including support to the Finance Officer in the preparation of the annual audited accounts.
- Assist in the preparation of organisational budgets.

2. Sales Ledger

- Preparation of billing and finance reports for funders.

3. Other

- Contribute to the business improvement of Mediation Northern Ireland.
- Undertake training and development which is relevant to the developing needs of the post and the organisation.
- Undertake other duties commensurate to the nature of the post as may from time to time be required

Location: Based at Mediation Northern Ireland's offices, the post holder may be required to travel to meet with funders and customers.

Hours: This post is a part time post of 2 days or 15 hours a week (excluding lunch breaks).

Annual leave is 10 days per year (i.e. 25 days per year pro rata)

Contract: The contract for this post will be for two years subject to extension in the event of satisfactory performance and continued funding or need for the post.

Probationary Period: The successful candidate will be required to serve a probationary period of 3 months.

Funding: The post is currently part funded by the Community Relations Council's Core Funding Programme

The job description will be subject to review in the light of changing circumstances and may include other duties appropriate for this grade. It is not intended to be rigid and inflexible, but should be regarded as providing guidelines within which the individual works.

Employee Specification

To be short listed for interview successful applicants will provide written information which demonstrates their qualifications, experience and abilities against the criteria described below. To narrow the number of short listed candidates, there may be a need to compare application information against some or all of the desirable criteria. It is in the candidate's interest to describe fully their background against each criteria in this employee specification.

1. Qualifications

Essential

- 5 GCSE passes or equivalent (including English)
- Qualification as an Accounting Technician (IATI, AAT or other equivalent body) or Honours Degree in Accounting (2.2 or above)

Desirable

- 3 A Levels or equivalent
- Qualified Accountant with membership of a CCAB body.

2. Experience

Essential

- At least 3 years of relevant financial reporting experience, within the last 5 years which includes:
 - Use of SAGE computerised financial accounting package or equivalent for finance reporting purposes
 - Preparation of management accounting reporting for an organisation with a budget exceeding £500,000.
 - Experience of provision of finance reporting to non-finance specialists.
 - Use of word processing and other office software to communicate financial information.

Desirable

- 5 years' relevant financial reporting experience
- Preparation of accounts to trial balance for a budget exceeding £750,000
- 1 year's working experience of Sage Payroll and Job Costing Software
- Experience of preparation of finance reporting in a charity or other civil society organisation.
- Training on the Statement of Recommended Practice on Charity Accounting

3. Essential Skills and Attributes

- Ability to plan and prioritise work.
- Ability to undertake tasks involving a high degree of attention to detail
- Ability to work under pressure and to meet tight deadlines.

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- Ability to accept delegated responsibility.
 - Ability to work on own initiative and as part of a team
 - Ability to communicate effectively, orally and in writing.
 - An understanding of the regulatory and audit framework for charity accounting.
 - A commitment to working in support of Mediation Northern Ireland's policies, values and aims.