



## **Job Description: PEACEPLUS Project Financial Administrator**

***“Supported by the PEACEPLUS Programme, managed by the Special EU Programmes Body (SEUPB).”***

- Job Title:** PEACEPLUS Project Financial Administrator
- Positions:** 1 x FT Position
- Organisation:** South East Fermanagh Foundation (SEFF)
- Location:** Lisburn 4 days per week with travel to Fivemiletown 1 day per week to work with the wider finance team
- Salary:** NJC SO2 Pt 26 - £36,124 gross per annum funded until 30<sup>th</sup> June 28
- Hours:** 37.5 hours
- Reports to:** Finance Manager

### **Background**

The PEACEPLUS Programme is a unique cross-border structural funding programme aimed at reinforcing progress towards a peaceful, stable, and prosperous society in Northern Ireland and the border counties of Ireland. PEACEPLUS has been designed to build upon the achievements of the previous PEACE IV programme.

The PEACEPLUS Programme is supported by the European Union, the UK Government, the Northern Ireland Executive, and the Irish Government. It is managed by the Special EU Programmes Body (SEUPB). PEACEPLUS comprises six themes, which are outlined below:



VSS is delighted to have been named as the **Lead Partner** for **Theme 4 (Investment Area 3 – ‘Victims and Survivors’)** of the new PEACEPLUS Programme.

Investment Area 3 (Victims and Survivors) of Theme 4 (Healthy and Inclusive Communities) aims to further build on the health and wellbeing support and services delivered to victims and survivors of the Troubles/conflict as part of our previous PEACE IV project.

The **objective** of this Theme & Investment Area is to contribute to the creation of a more cohesive society through an increase in the provision of **Health and Wellbeing** and **Advocacy Support** for victims and survivors.

This post has been developed as part of the PEACEPLUS **VSS PULSE (Partnership for Understanding Learning Support and Education)** project to improve the health and wellbeing of victims and survivors by increasing and improving access to high quality, trauma informed services across, Northern Ireland, Great Britain, and the Republic of Ireland, through the continuation, development, and enhancement of an integrated, outcomes based, holistic community led support programme.

### **Purpose of the Role**

The Project Financial Administrator is responsible for providing financial management, oversight and administrative support in relation to the VSS – PULSE Project. They must manage, plan and provide financial support services for all VSS PULSE activities, ensuring that there is a robust system of risk management, control and governance in place throughout the project.

The Finance and Administration Officer will serve as the central point for advice and guidance to the organisation on all financial and administrative matters pertinent to the project and must work closely with VSS and SEUPB to ensure that all required project deliverables are achieved to a high-quality standard.

### **Responsibilities**

- Financial management of the VSS PULSE funded project, including budgeting, cash flow management, project reporting and claim submission
- Assist with managing and maintaining cloud-based accounting software, ensuring accurate data entry and tracking of financial transactions.
- Support daily reconciliations, accounts payable and receivable, and financial reporting processes within the cloud platform
- Process payroll accurately and on time, ensuring compliance with statutory regulations and company policies, maintaining employee payroll records, managing deductions, and addressing payroll-related queries
- Ensure the appropriate financial procedures, controls and structures are adhered to for the safe, effective, efficient and economic management of public funds.

- Assist with organisational month end closure to include production of monthly management accounts for the VSS PULSE project, including analytical review and variance analysis.
- Ensure data integrity and oversee reconciliations of all balance sheet and profit and loss accounts.
- Preparation of monthly, quarterly and annual returns to SEUPB and VSS as required.
- Liaison with VSS and external controllers to submit all claims for verification within required timescales.
- Management of all VSS PULSE funded procurement to ensure adherence to SEUPB procurement rules, and provision of advice, direction and guidance on the key principles of public sector procurement, ensuring value for money is embedded within the organisation.
- Support the annual budgeting process, liaising with VSS PULSE Network budget holders to report on actual, forecast and budget expenditure.
- Ensure the timely distribution of payments to corporate suppliers in line with PEACEPLUS Programme policies and procedures.
- Prepare and collate monthly data and monitoring as per requirements of SEUPB, VSS, and SEFF.
- Provide wider finance and admin support to colleagues across SEFF's teams.
- Liaison point for office base of work responding to Office Manager.
- Any other duties as reasonably requested by SEFF Senior Management.

## **Role Competencies**

### **Essential Criteria:**

By the closing date for applications, candidates must be able to demonstrate:

1. By the closing date for applications, candidates must be a part-qualified member of one of the professional bodies listed below:
  - The Chartered Institute of Management Accountants
  - Chartered Accountants Ireland

- The Institute of Chartered Accountants in Scotland
- The Institute of Chartered Accountants in England and Wales
- The Association of Chartered Certified Accountants
- The Chartered Institute of Public Finance and Accountancy
- The Institute of Certified Public Accounts in Ireland; or equivalent

OR

- A Fully Qualified Accounting Technician

AND

2. A minimum of 2 years' practical experience in all of the following areas:

FOR THOSE CANDIDATES WHO CANNOT MEET THE QUALIFICATIONS LISTED ABOVE - PLEASE DEMONSTRATE A MINIMUM OF **5 YEARS** IN THE FOLLOWING AREAS:

- Budget management including analysis of variances and preparation of reports for senior management.
- Experience in the use of cloud accounting software such as Xero
- Experience in processing payroll
- Use of Microsoft Excel for data manipulation and reporting.
- Month end closure to include reconciliation of control accounts and compilation of month end management accounts.
- Internal or external audit processes.
- Working with non-financial departments within an organisation to provide finance support and analysis.
- Developing processes and procedures to include implementation of best practice arrangements.

## Employee Value Proposition

SEFF offers the following benefits and values to its staff:

- A generous annual leave allowance
- Paid sickness leave
- A bonus leave day at Christmas
- Hybrid and flexible working opportunities
- Flexible office hours
- A staff Wellness Framework
- A full Employee Assistance Program
- Financial support and investment towards CPD training opportunities
- Great workplace culture and team-building events.