# Background to Conway Education Centre:

Conway Education Centre (CEC) is a unique community-based education centre situated on the interface between the Falls Road and the Shankill Road in West Belfast. The Centre provides learning opportunities to adult learners, young people and children, it provides a range of volunteering opportunities to gain valuable work experience, be active in the community and make new friends. Conway also provides English language classes and homework support to local refugees and those seeking asylum.

**Our mission**

To empower people through providing learning opportunities in a supportive environment and transform lives through learning.

**Our goals**

* Supporting the development and regeneration of the local community through learning and capacity building and providing opportunities for educational progression
* Championing community education as a tool for community engagement and providing opportunities for educational progression and employment
* Contributing to improved health, particularly the mental and emotional wellbeing of the local community
* Actively promoting a creative and safe reflective space to facilitate community dialogue, cultural expression and diversity, and creative problem solving
* Ensuring the maintenance of an accountable, transparent, participative and sustainable organisation
* Conway Education Centre engages over 800 individuals a year in education and this number continues to rise each year. We provide a safe and supportive environment for learning opportunities, enabling local people to improve their confidence and skills in order to fulfil their potential, enhance their chances of employment, and participate in the development of their community.

**The role of Finance Administrator**

The role of the Finance Administrator is to provide overarching finance and administrative support to the organisation.

The Finance Administrator will work closely with CEC colleagues in a small staff team and will be responsible for ensuring that all financial operations are completed in a timely and efficient manner and that administrative equipment and stationary supplies are well managed.

This is a challenging post in a busy office environment, which requires excellent organisation and planning skills, patience and a passion for community.

CEC is looking for an enthusiastic person with the required skills and experience to join our committed and enthusiastic team at Conway.

**Closing date: Thursday 2 December 2021 at 5pm**

**Interview date: Friday 10 December 2021**

**Email applications:**

info@conwayeducation.org

**Postal address:**

Centre manager

Conway Education Centre

5/7 Conway Street

Belfast BT13 2DE

**Job Description**

**Job Title:** Finance Administrator

**Location:** Conway Education Centre

 5/7 Conway Street, Belfast BT13 2DE

**Hours:** 37.5 hours per week, including one evening

**Salary:**  £19,126 + 3% pension

**Responsible to:** Centre manager

**Purpose:** The Finance administrator is specifically responsible for consolidating and developing the finance and administrative structure within Conway Education Centre. This worker is key to Conway Education Centre staff team

**Main duties and responsibilities**

1. Manage an administration structure to ensure the efficient delivery of finance and administrative services for Conway Education Centre

**Finance:**

1. Manage day to day bookkeeping of financial transactions, inputting all income and expenditure and produce financial reports, including monthly bank reconciliations and annual accounts in preparation for the accountant.
2. Manage accounts payable and accounts receivable, make lodgements and bank reconciliation and prepare information for monthly budget reports for Board meetings. Administration of a petty cash system.
3. Use Sage to process staff wages, pensions, sickness, maternity pay and HMRC tax and NI contributions as required
4. Prepare quarterly claim forms to funders
5. Working closely with the centre manager to prepare funding applications and ensure efficient expenditure of financial resources
6. Working closely with staff team to ensure project expenditure is managed within agreed budgets
7. Update internal systems with financial data, participate in financial audits, review and implement financial policies.

**Administration:**

1. Administration duties include producing reports, telephone enquiries, copying & filing, booking in repairs and ensuring minutes are typed up to support the wider team.
2. Maintain all office records, stationery and equipment.

The above statements are intended to describe the general nature and level of work performed by employees within this position. They are not intended to be interpreted as an exhaustive inventory of all duties responsibilities and qualifications required of employees assigned to this job. They will be reviewed from time to time and may be modified to meet the changing needs of Conway Education Centre.

**CONWAY EDUCATION CENTRE**

**PERSONNEL SPECIFICATION**

**JOB TITLE: FINANCE ADMINISTRATOR**

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| **Educational and professional qualifications** |
| **Essential** | **Desirable** |
| Educated to GCSE level or equivalent, including English and Maths at grade ‘C’ or above and have proven minimum of 2 years’ experience working in a financial role managing the administration of grant funded projects AND have a Sage Accounts & Sage Payrol QualificationOR:Hold a professional qualification in accounting recognised by the relevant accounting body AND have a minimum one years’ experience as above. | Business Administration level 2 or equivalent |
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| **Previous experience and training** |
| **Essential** | **Desirable** |
| At least two years’ experience in using office and accounting software like Microsoft Word, Microsoft Excel and Sage | Experience as a financial administrator in the community/voluntary sector |
| Proven experience of collating information and drafting complex finance returns to public funding bodies |  |
| Experience and working knowledge of P.A.Y.E |  |
| Proven experience of effective officemanagement and organisational skills |  |

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| **Skills** |
| **Essential** | **Desirable** |
|  Meticulous attention to detail |  |
| Ability to prioritise workload and manage a number of tasks concurrently in a busy office environment |  |
| Proficient in the use of MicrosoftOffice/Excel/Access |  |
| Excellent communication skills and friendly, approachable attitude with ability to work to own initiative and as part of a busy team |  |

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| **Attitude** |
| Have a commitment to the aims and objectives of Conway Education Centre |  |
| Have a commitment to equality and diversity |  |
| Committed to effective team working |  |
| Excellent customer service and interpersonal skills and able to demonstrate a 'can do’ and positive attitude |  |

**Additional:**

**Candidates will be required to prove, upon offer of employment, that they meet with current legislation and have the right to work in the UK**

**In case of a high number of applications, CEC reserves the right to enhance the shortlisting criteria with the Desirable criteria.**

**The successful candidate will be required to fill in an Access NI form for Enhanced Disclosure before employment can be confirmed. Your information will be handled and stored in accordance with the Data Protection Act 2018. A criminal record will not necessarily be a barrier to obtaining a position with CEC. CEC adheres to AccessNI Code of Practice, a copy of which is available on request.**

**CONWAY EDUCATION CENTRE**

**APPLICATION FORM**

**Job title: Finance Administrator**

To be returned to: Pauline Kersten

Email: info@conwayeducation.org

Postal address:

Centre manager

Conway Education Centre

5/7 Conway Street

Belfast BT13 2DE

Deadline for applications: **5.00pm Thursday 2 December 2021**

The following application form has been devised to assist in the short-listing process and relates directly to the criteria outlined in the personnel specification. Please demonstrate clearly how and to what extent you meet each requirement, in the correct section. It is the candidate’s responsibility to clearly demonstrate how they meet the criteria to be shortlisted for interview.

Do not continue on additional pages or include any supplementary material – these will not be copied to the Selection Panel and therefore their content will not be considered.

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| **PERSONAL DETAILS** |
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|  | SURNAME |  |  |
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|  | **EDUCATION AND TRAINING** |  |
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|  | **QUALIFICATIONS** |  |
|  | LEVEL | SUBJECT | GRADE | YEAR TAKEN |  |
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|  | **THIRD LEVEL EDUCATION** |  |
|  | UNIVERSITY/COLLEGE |  |  |
|  | DEGREE & CLASSIFICATION |  |  |
|  | MAIN SUBJECTS |  |  |
|  | DATE OF AWARD |  |  |
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|  | **PROFESSIONAL QUALIFICATIONS** |  |
|  | NAME OF PROFESSIONAL BODY | QUALIFICATION OF MEMBERSHIP |  |
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|  | **OTHER TRAINING** |  |
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| **1** | Please provide details and examples of your experience in using office and accounting software like Microsoft Word, Microsoft Excel and Sage |
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| **2** | Please detail your experience of collating information and drafting finance returns to public funding bodies |
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| **3** | Please detail and give examples of your experience working with P.A.Y.E |
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| **4** | Please detail and give examples of your experience in organising effective officemanagement and your meticulous attention to detail |
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| **5** | Please provide examples of your ability to prioritise workload and manage a number of tasks concurrently in a busy office environment  |
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| **6** | Please detail your experience using Microsoft Office/Excel/Access  |
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| **7** | Please provide examples of your excellent communication skills and friendly, approachable attitude with ability to work to own initiative and as part of a busy team |
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|  | **Yes** | **No** |
| Do you have a commitment to the aims and objectives of Conway Education Centre |  |  |
| Do you have a commitment to equality and diversity |  |  |
| Do you have a commitment to effective team working |  |  |

**Please include any other relevant information in support of your application:**

 The post holder will be required to fill in an Access NI form for Enhanced Disclosure.

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|  | **REFERENCES** |  |
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| **Please provide the details for two references. At least one should be your current employer, if applicable, or a previous employer.****References may be sought prior to interview, and will be made available to the selection panel.** |
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|  | **Name** |  |  |  |  |  |
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DECLARATION

The information given in this form is correct to the best of my knowledge. Any false statement may lead to my rejection, or if employed, dismissal.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Voluntary Work** |
|  | **PERIOD OF SERVICE****(beginning with most recent)** | **ORGANISATION** | **TITLE & DUTIES** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |

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| **Employment History** |  |  |
|  | **PERIOD OF EMPLOYMENT****(beginning with most recent)** | **EMPLOYER** | **JOB TITLE & DUTIES** | **SALARY** | **REASON FOR LEAVING** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4**  |  |  |  |  |  |
| **5**  |  |  |  |  |  |