



## JOB DESCRIPTION

<b>Job Title</b>	Director Finance, Administration & Personnel
<b>Salary &amp; Pension</b>	Equivalent to NICS Deputy Principal grade  Pension employer contribution as set by NILGOSC
<b>Hours of work</b>	Currently full time 35 hours per week (flexible/hybrid working pattern is available)
<b>Working pattern</b>	Monday to Friday with core hours of 10am-12 and 2pm-4pm
<b>Place of work</b>	The post is located in the Councils offices, presently Equality House, 7-9 Shaftesbury Square, Belfast, BT2 7DP. Although this is the permanent place of employment, The post is currently subject to “working from home” arrangements Hybrid Working Policy.
<b>Annual leave</b>	25 days annual leave (increasing to 30 after 5 years’ service) and public/bank holidays in addition
<b>Status</b>	Permanent

<b>Job Purpose</b>
<p>The postholder will be at the centre of our organisation, managing all key office processes and systems including finance, IT, policy and HR and ensuring CRC is effectively governed.</p> <p>The postholder will lead the CRC’s Finance, Admin &amp; Personnel Directorate. This post will support the organisation to be effective, efficient, and economical, to comply with regulatory and legal requirements and to appropriately manage operational risk.</p> <p>This role requires a high level of integrity as the Directorate must deal with some sensitive, personal and/or confidential information and ensure that CRC resources are used in an accountable and transparent fashion in line with all guidance related to managing public money.</p>
<b>Responsible to</b>
Chief Executive Officer

## Contacts

The post holder will work closely with CEO and Management Team, staff, The Executive Office (TEO), Chair, Board and Committee members, auditors, suppliers and other stakeholders.

## Key Responsibilities – Leadership & Management

- Support the Chief Executive Officer in ensuring CRC fulfils all its legal, statutory and regulatory responsibilities.
- Provide visible, accessible and positive leadership across the organisation, ensuring a supportive working environment for all colleagues
- Leading the staff of the DFAP Team
- Uphold the behaviours and values of CRC and ensure that they are understood and maintained across the organisation.

## Key Responsibilities - Finance

Responsible for the management, development and delivery of all financial operations for CRC

- Prepare budgets, implement, monitor and review CRC's annual finances to ensure that they are in line with its strategy and objectives. Providing and interpreting financial information, analysing variances, advising, and reporting on factors influencing organisational performance. Ensure appropriate financial management information is reported to the Senior Team and the Board of Directors
- Lead on all financial management activities covering budget setting, full cost recovery models, cashflow forecasting, production of monthly management accounts, service development costings, grant reporting and general financial administration
- Ensure all financial returns that are made to TEO are accurate and timely
- Maintain up-to-date knowledge of legislation and financial guidance. Maintain financial policies and procedures that are compliant with public sector financial guidance, company law and Charity Commission guidelines
- Ensure delivery of payroll and pension in CRC
- Contribute to the continuous process of reviewing and updating the financial systems and procedures and assist in providing an internal audit function, making proposals for improved systems where appropriate
- Oversee the implementation of CRC's Financial Procedures including the release of authorised payments to suppliers and staff in line with CRC's Financial Procedures Manual. Ensure all procurement for CRC complies with its Financial Procedures and Procurement Policy. Write and develop business cases for CRC. Use Sage, and Excel spreadsheets for budgets, management accounts and other

data recording and reporting. Liaise with staff and suppliers when necessary to ensure that financial procedures and processes are understood and adhered to throughout the organisation

- Lead on the preparation of the statutory annual accounts and liaise with the organisation's auditors/independent examiners in relation to same.
- Prepare papers and provide briefings to the Chief Executive Officer, CRC Board and committees, and TEO on appropriate issues to ensure they are kept up to date on financial matters

### **Key Responsibilities – Verification and Vouching**

- Oversee the delivery of the vouching and verification function in line with CRCs Vouching and Verification Procedures to obtain reasonable assurance that Funding is used as intended by CRC
- Provide assurance to the Chief Executive Officer and the Board on application of CRCs Vouching and Verification Procedures
- Provide guidance to the Vouching and Verification Officers, Funding and Development Team, other colleagues and funded groups on application of the Vouching and Verification Procedures

### **Key Responsibilities - HR & Health & Safety**

In collaboration with the HR manager, ensure that:

- Line management support is given to the HR Manager, including the provision of guidance on HR and Employment Relations Issues
- CRC's Staff Handbook is up to date in regards relevant legislation and best practice
- Staff policies are adhered to on a day-to-day basis and provide assistance and leadership to the HR Manager in policy implementation when necessary
- CRC's HR and Health and Safety policies and practices are up to date and in compliance with relevant legislation.
- CRC's Performance Development Scheme is maintained and up to date
- CRC maintains appropriate working relationships with the recognised Trade Union
- Adequate procedures exist for the payment of staff and Board Members and that these procedures and processes are followed in an accurate and timely way

### **Key Responsibilities - Equality**

- Maintain an up-to-date knowledge of equality legislation and develop and ensure CRC action plans, policies and procedures that are compliant
- Manage equality action plans and work with the CEO, Management Team, HR Manager and staff on the development and implementation of CRC's Equality Scheme, Disability Action Plan, Section 75 obligations
- Ensure all statutory returns are submitted in a timely manner

### **Key Responsibilities - Governance**

- Facilitate and service meetings of the Board, Finance & General Purposes and Audit and Risk Assurance Committees
- Ensure that all required regulatory filings are made in a timely fashion and are kept up to date with all regulators
- Ensure compliance with corporate governance documents including the Articles of Association and Partnership agreement
- Ensure that the internal audit strategy is developed and delivered annually
- Working with the Chief Executive Officer and senior team, co-ordinate the updating of the organisation's risk register.
- Document and maintain internal controls
- Act as CRC's Data Protection Officer and lead on the implementation of its Information Governance Policies.
- Ensure Business Continuity Plan is up to date, tested and implemented when necessary

### **Key Responsibilities – Information Technology**

- Ensure that CRC has appropriate IT systems in place, including Information Technology (IT) support contracts, CRCs grant management system and outsourced IT
- Ensure organisational compliance with CRC's Information Security Policy

## Key Responsibilities – General

- To ensure that all administration protocols and procedures are efficiently undertaken
- Contribute to a positive, supportive, and effective team working environment.
- Take part in all necessary internal meetings
- Maintain a commitment to professional development through a combination of both formal and informal methods, including attendance at mandatory training and meetings as directed
- Uphold the highest standards of personal conduct in all matters relating to the role, working within all policies and procedures of CRC
- This job description is intended as a guide to the general duties required of the post. The postholder may be required to undertake training and perform other reasonable duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time

## Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down in the organisation's equal opportunities policies.

## Health & Safety

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts, or omissions. Staff members are required to adhere to all health and safety regulations, guidance and procedures at all times.

## Other Relevant Information

The applicant may need to attend CRC meetings elsewhere, therefore the applicant will need occasional access to transport which would permit the applicant to meet the requirements of the post in full

The applicant should have a commitment to the operating principles and ethos of the Community Relations Council