

## JOB DESCRIPTION

<b>Job Title</b>	Finance Manager
<b>Salary &amp; Pension</b>	Equivalent to NICS Staff Officer Accountant Pension employer contribution as set by NILGOSC
<b>Hours of work</b>	Currently full time 35 hours per week (Agile/flexible working pattern is available)
<b>Reporting to</b>	CEO
<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 Council's offices, presently Equality House, 7-9 Shaftesbury Square, Belfast, BT2 7DP. This is the permanent place of employment, but the post is also subject to the organisation's Agile 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

### Job Purpose

The Finance Manager will assist the Northern Ireland Community Relations Council in promoting a peaceful and fair society based on reconciliation and mutual trust by providing the necessary financial information and administrative support to all Council work areas and by employing all Council's resources in an accountable and transparent fashion demonstrating economy, efficiency and effectiveness.

### Key Responsibilities

Responsible for the management, development and delivery of all financial operations for CRC. The post leads 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. This includes:

- Preparation of budgets and report accurate and timely monthly Management Accounts to the Senior Team, Board and committees. Posting all journal entries, complete bank reconciliations, and monitor supplier balances, addressing issues where credit limits or terms are exceeded. Liaising with the Director of Funding, Verification Officer and other departments to ensure accurate vouching, verification, and cash forecasting.
- Keeping financial policies compliant with public sector guidance, company law, and Charity Commission regulations. Maintaining up-to-date knowledge of relevant legislation and standards. Continuously reviewing and improving CRC financial systems and procedures, contributing to internal audit processes, and proposing system enhancements where appropriate
- Managing CRC's payroll and pensions, including monthly reconciliations, HMRC and NILGOSC returns, and preparation of the annual pay remit for TEO.

- Contributing to the continuous process of reviewing and updating the financial systems and procedures and assisting the internal audit function, making proposals for improved systems where appropriate.
- Implementing CRC's Financial Procedures, authorise payments, and ensure procurement compliance. Supporting budget holders and contract managers throughout the tender process and ensure all procurement records and evaluations are completed accurately and on time.
- Using Sage and Excel for budgeting, management accounts, and reporting
- Assisting other CRC directorates in the financial monitoring and control of their expenditure. Providing guidance to staff and suppliers to ensure understanding and compliance with financial procedures (including the development of business cases).
- Preparing annual statutory accounts in line with DoF guidance, UK GAAP, and SORP. Maintain audit-ready files, fixed asset registers, and responding promptly to internal and external audit queries, including those from NIAO
- In conjunction with the Governance Manager ensuring timely and accurate filings with Companies House, the Charities Commission, the Assembly, and other relevant bodies.
- Drafting and presenting financial briefings and papers for the CEO, Board, Committees, and TEO. Provide updates on DoF guidance to the Audit and Risk Assurance Committee.
- Administering the online banking system, ensuring documentation and bank mandates are current.
- Preparing financial returns to The Executive Office and other relevant statutory agencies, ensuring all they are made in an accurate and timely fashion.
- Supporting the Accounting Officer to ensure that all activities are managed in line with "Managing Public Money NI", CRC policies, procedures, values, and behaviours.

#### • **General**

- Attend training as and when required and keep abreast of current and projected developments in your area of work. This includes identifying and pursuing CPD opportunities in line with own professional standards and CRC needs.
- Maintaining accurate and compliant filing systems for the Directorate's work. This includes maintaining, storing and disposing of records in accordance with NICRCs information governance policy and GDPR.
- Undertaking any other relevant duties commensurate with the grade as required
- This job description is not exhaustive and may evolve over time to reflect the needs of the organisation.

#### **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**

Employees are responsible for their own health and safety and must follow all relevant regulations and procedures to protect themselves and others.

**Other Relevant Information**

The role may require occasional travel; access to transport is necessary.

Applicants should demonstrate a commitment to CRC's ethos and operating principles

Employees are responsible for complying with all procedures set out in the Staff Handbook and other CRC policies

The Finance Manager may occasionally be required to work beyond the standard 35 hours per week to meet business needs. A Time Off in Lieu (TOIL) system is in place to accommodate any additional hours worked.