



JOB DESCRIPTION

Job Title	Finance Manager
Salary & Pension	Equivalent to NICS Staff Officer Pension employer contribution as set by NILGOSC
Hours of work	Currently full time 35 hours per week (Agile/flexible working pattern is available)
Reporting to	Director of Finance, Administration and Personnel
Working pattern	Monday to Friday with core hours of 10am-12 and 2pm-4pm
Place of work	The post is located in the Council's 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 under CRC's Covid emergency plan and will be subject to the CRC hybrid working policy thereafter.
Annual leave	25 days annual leave (increasing to 30 after 5 years' service) and public/bank holidays in addition
Status	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, by employing all Council's resources in an accountable and transparent fashion, which demonstrates economy, efficiency and effectiveness throughout.

Budgets

Draft the annual budget, including salary, overhead and other applicable composite budgets, with each budget holder in conjunction with the Director of Finance, Administration and Personnel;

Management Accounts

Responsible for the accuracy of the financial data and providing input and advice on the use and interpretation of financial information

Preparation of monthly reports for The Executive Office in conjunction with Management Accounts, Verification and Vouching to ensure consistency and clarity

Responsible for preparing and posting all journal entries to the accounting system

Ensure the completion of the month end bank reconciliations

Monitor outstanding supplier account balances on a monthly basis and follow up balances where either the credit limit and/or the credit period have been exceeded.

Production of monthly management accounts

Act as the administrator of the online banking system, liaising with CRC's Bank to ensure that all documentation is up to date and bank mandates are accurate

Payroll

Prepare the monthly payroll reconciliation for review by the Director of Finance, Administration and Personnel

Submission of all payroll returns, including to HMRC and NILGOSC in a timely fashion

Prepare the annual pay remit for review by the Director of Finance, Administration and Personnel

Vouching and Verification

Liaise closely with Vouching and Verification and other necessary departments regularly and as required to ensure accurate cash forecasting.

Conduct regular spot checks of claims processed by the Vouching and Verification Officer or as deemed necessary

Liaise with the Director of Finance, Administration and Personnel regularly on all matters regarding Vouching and Verification

Procurement

Provide advice to budget holders and contract managers in advance of, during and following a tender exercise

Draft business cases when necessary

Ensure that all procurement records, registers and Post Project Evaluations are completed in a timely and accurate manner and communicated appropriately.

Financial Reporting & Audit

Prepare CRC Accounts in accordance with the Department of Finance guidance and all applicable UK Generally Accepted Accounting Practices (GAAP) and support these by a clearly referenced and reconciled audit file to facilitate a timely and efficient audit process.

Maintain the fixed asset register, ensuring that all disposals and sale proceeds, if any, are properly accounted for and recorded;

Liaise closely with the Northern Ireland Audit Office and Internal Auditors during their annual audit ensuring that all queries are addressed in a timely and accurate manner.

Ensure that all filings required by companies legislation are made with Companies House, the Charities Commission etc in a timely and accurate manner.

Reporting

Brief the Audit and Risk Assurance Committee on relevant guidance issued by the Department of Finance.

Draft all papers and briefings on appropriate issues for reporting to the Chief Executive Officer, CRC Board and Committees and The Executive Office, to ensure they are kept up to date on financial matters

Preparation of returns to The Executive Office and other relevant statutory agencies

Leadership & Management

Ensure that Continuous Professional Development needs of self and staff are identified and considered in line with professional body standards and CRC business requirements (if applicable).

Line management of the Vouching and Verification Officer.

Policies

Support the development, delivery and management of all financial operations for CRC including reviewing and drafting financial policies, procedures and controls where necessary.

Support the efficient and effective management of the finance and procurement function in accordance with the policies, procedures and controls in place

Misc

Ensuring the upkeep of filing systems in relation to the Directorate's work as required by CRCs policies and procedures

Any other reasonable duties as and when required