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Candidate Information Booklet

Finance & Administration Coordinator

Ref: FC/10/2018

Closing date for applications:

12 noon on Friday 19th October 2018

Please note interviews will be held Monday 29th October 2018

###### ACT Logo Blue & Green3

###### Job Description

Job Title: Finance & Administration Coordinator

**Responsible to:** **Operations Manager**

Location: North Belfast

Hours: 37.5 hours per week

**Salary: £23,111 per annum**

*JOB BACKGROUND:*

Bridge of Hope, a department of Ashton Community Trust, is a health and wellbeing service that supports individuals, families and communities affected by the conflict and poor levels of physical and emotional health We do this through the delivery of complementary therapies, life coaching, counselling support for children, young people and adults, legacy and conflict analysis, as well as accredited training and personal development courses.

Bridge of Hope’s Mission statement is:-

**"**To empower and promote positive change for victims and survivors through delivery of quality health and wellbeing services**."**

Further information can be accessed on our websites – [www.ashtoncentre.com](http://www.ashtoncentre.com) [www.thebridgeofhope.org](http://www.thebridgeofhope.org)

**Main purpose of job:** The Finance & Administration Coordinator will oversee the smooth functioning of the admin function within Ashton’s Bridge of Hope department.

**Main Duties and Responsibilities**

* To conduct and manage all financial processing within the department including invoice processing, bank transfers, reconciliations, budget monitoring, funder claims and funder vouching visits.
* To carry out all financial functions in accordance with Ashton’s Financial Procedures as required and liaise with Ashton’s finance team where appropriate.
* To be responsible for preparation of various funding reports in the absence of the Operations Manager (where relevant).
* To assist the Operations Manager with procurement for all relevant areas within the department.
* To provide support and direct line management to all administration staff within the department including line management meetings, supervision and annual appraisals.
* To work closely with the Operations Manager and Head of Department (where appropriate) to ensure smooth delivery of admin support to achieve all operational objectives.
* To maintain all organisational administrative procedures including database and other management information systems for all aspects of the project.
* To ensure a professional and welcoming reception for all callers to all service users both in person and over the telephone.
* To ensure adherence to all organisational record management procedures and policies.
* To ensure that all clinics are adequately resourced for the smooth delivery of services.
* To attend Admin Coordinator meetings and staff meetings when required.
* To maintain a strict code of confidentiality in all matters relating to Bridge of Hope regarding our service users.
* To work with all Ashton Community staff to ensure quality service delivery to all stakeholders.
* To undertake any other appropriate duties which may be reasonably allocated

**This job description is neither restrictive nor definitive. It is important to note that the responsibilities may change to meet the evolving needs of the services that the organisation provides.**



**Person Specification**

**Essential Criteria**

1. At least two years’ experience of supervising people and teams within the capacity as a coordinator, to ensure the smooth delivery of quality services and performance including evidence of direct line management experience.
2. A proven track record of two years’ or more experience of effectively coordinating the administrative function within a service delivery environment to ensure the smooth delivery of quality services.
3. At least 2 years’ experience working with financial procedures including invoices processing, recording of transactions, bank reconciliations etc.
4. Experience of working independently, using initiative to prioritise and monitor work to meet agreed objectives.
5. Experience of producing reports, and analysing data keeping within funder guidelines
6. Ability to communicate with a range of funders and other key agencies and stakeholders
7. Experience working with an information management system.
8. A willingness to be flexible in work patterns and to fulfil evening and weekend duties.
9. Experience of working within a strict code of confidentiality.

**Desirable Criteria:**

**(Desirable criteria may be used to shortlist applicants, should there be a need to facilitate manageable shortlists)**

* Experience of working with funders for vouching of department expenditure.
* Qualification in a finance related discipline.
* Experience of Sage Line 50.

**Guidance for Making your Application**

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the essential/desirable criteria.

* The space available on the application form is the same for all applicants and must not be altered.
* Ashton Community Trust will not accept CV’s, letters, or any other supplementary material in place of or in addition to, completed application forms.
* Applicants must complete the application form in black ink or typescript.
* Applicants must not reformat their application form.
* Information in support of your application will not be accepted after the closing date for receipt of applications.
* Relevant or equivalent qualifications – if you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied, etc. so the panel can make a well-informed decision.
* It is essential that all applicants demonstrate on their application form how and to what extent their experience and skills are relevant to this post and the extent to which they satisfy each of the essential and desirable criterion specified. If you do not provide sufficient detail, including the appropriate dates needed to meet the criteria, the selection panel will reject your application.
* The examples you provide should be concise and relevant to the criteria. This is very important as these may be discussed at interview and you may need to be prepared to talk about them in detail if you are invited to interview. It is your unique role that the panel are interested in, not that of your team or division.
* Ashton Community Trust will not make assumptions from the title of the applicants post or the nature of the organisation, as to the skills and experience gained.

**Application Form Submission**

* Completed applications can be submitted by:
  + Email to HR@ashtoncentre.com, by post or delivered by hand to HR, McSweeney Centre, 25 – 27 Henry Place, Belfast, BT15 2AY.
* We will not accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.
* Please only return the application form, monitoring form and Disclosure of Criminal Convictions Form.
* Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to Ashton Community Trust to meet the required deadlines.
* Ashton Community Trust will not accept application forms where there has been a shortfall in postage.
* Should you have any queries please contact HR on 02890 322289 or email at HR@ashtoncentre.com.

**Interview Guidance for Applicants**

At interview, the selection panel will assess candidates against the competencies, qualifications and experience for the post.

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

* Talk through previous jobs from start to finish
* Provide generalised information as to your background and experience.
* Provide information that is not specifically relevant to the competence the question is designed to test.

A competence based interview does however require you to:

* Focus exclusively, in your responses, on your ability to fulfil the competences required for the effective performance in the role.
* Provide specific examples of your experience in relation to the required competence areas.

**Disability Requirements**

Ashton Community Trust will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form part of the selection process. If you are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up appointment. If you wish to discuss your disability requirements further, please contact HR on 02890 742255.

**Feedback**

Ashton Community Trust is committed to providing feedback in respect to decisions taken in determining eligibility/shortlisting as well as at interview. Feedback will be communicated on receipt of a written request.

**Equal Opportunities Monitoring Form**

**Please note this form is regarded as part of your application and failure to complete and return it will result in disqualification.**

The information is used for monitoring purposes only. All applications for employment are considered strictly on the basis of merit.

Ashton Community Trust complies with relevant Equal Opportunities legislation and policies.

Please complete the monitoring form and return in a separate envelope marked ‘Monitoring Officer’.

Prior to appointment with Ashton Community Trust the following will be required:

* Proof of qualifications
* Proof of eligibility to work in the UK
* Personal ID
* ACCESS NI check depending on role.

Ashton Community Trust complies with Access NI Code of Practice, which can be downloaded from <https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf>

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**Confidential**

Ashton Community Trust

Ashton Centre, 5 Churchill Street, Belfast BT15 2BP

**Employment Application Form Application Number: FC/10/2018**

Please complete this application form in **black ink or** **typescript** and return it on or before the closing date stated. Late applications will not be accepted. Only information provided on this application form will be considered by the panel. CV’s will not be accepted.

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| --- | --- | --- | --- |
| **Post applied for:** | **Finance & Administration Coordinator** |  |  |
| **Hours:** | **37.5 hours per week** | | |
| **Closing Date and Time:** | **Friday 19th October 2018 at 12 noon**  **Interviews will be held Monday 29th October 2018** | | |

**Personal Details:**

|  |  |
| --- | --- |
| **Surname:** | **Telephone Number (Home):** |
|  |  |
| **Forename(s):** | **Telephone Number (Mobile):** |
|  |  |
| **Title:** | **Email Address:** |
|  |  |
| **Address:** | **Postcode:** |
| **NI Number:** |  |
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**Relevant Qualifications and/or Professional Membership**

Original proof of qualifications will be requested if recommended for appointment

(Please continue on a separate sheet of necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination level**  **(for example, GCSE/’A’ Level/Degree/NVQ** | **Subject(s)** | **Grade** | **Date Gained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Professional Qualifications** | **Registration Body/Number** |  | **Date Gained** |
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**Employment History**

Please give details of jobs that you have held, starting with your present or most recent employer and work backwards, in chronological order. Include in this section any breaks in employment history for example, caring responsibilities, travelling or returning to study, registered unemployment and temporary/voluntary employment. (Please continue on a separate sheet if required)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business** | **From** | **To** | **Job Title:** | **Final Salary and Reason for Leaving** |
|  |  |  |  |  |
| **Notice required if offered the position for which you have applied?** | | | | |

**Training**

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| **Details of relevant training courses attended and awards achieved, including dates if appropriate** |
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**Suitability for this position**

Please detail your suitability for this position under the relevant headings below, describing how your experience and knowledge relates to the job description and person specification.You must ensure that you provide sufficient information on the application form to enable the selection panel to assess your eligibility at shortlisting.

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| **Essential Criteria** |
| 1. **Please tell the panel about your two years’ experience of supervising people and teams within the capacity as a coordinator, ensuring the smooth delivery of quality services and performance including evidence of direct line management experience;** |
| 1. **Please demonstrate that you have a proven track record of two years’ or more experience of effectively coordinating the administrative function within a service delivery environment to ensure the smooth delivery of quality services.** |
| 1. **Please demonstrate that you have at least 2 years’ experience working with financial procedures including invoices processing, recording of transactions, bank reconciliations etc.** |
| 1. **Please demonstrate your experience of working independently, using initiative to prioritise and monitor work to meet agreed objectives** |
| 1. **Please demonstrate your experience of producing reports, and analysing data keeping within funder guidelines** |
| 1. **Please demonstrate your ability** **to communicate with a range of funders and other key agencies and stakeholders;** |
| 1. **Please demonstrate your experience working with an information management system;** |
| 1. **Are you willing to be flexible in work patterns and fulfil evening and weekend duties as required?** |
| 1. **Please demonstrate your experience of working within a strict code of confidentiality.** |
| **Desirable Criteria** |
| 1. **Do you have experience of working with funders for vouching of department expenditure? If yes, please detail;** |
| 1. **Do you have a qualification in a finance related discipline; If yes, please detail;** |
| 1. **Please detail your experience of Sage Line 50;** |
| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.  **Signed…………………………………………………Date…………………………………..** |
|  |
| **Data Protection Act:** |
| Under the Data Protection Act 1998, Ashton Community Trust is required to notify applicants and prospective employees on how their personal data will be processed and used. This application form, excluding the equal opportunities monitoring form, will be retained by Ashton Community trust for a maximum period of 12 months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data under the Data Protection Act 1998; this information will be used to assist us with recruitment monitoring. It will be held separately from application forms and will be retained for a three-year period under obligations arising from the NI Equality Legislation, it will also be held electronically.  By signing this form you are giving consent to Ashton Community Trust to use this data in the way described above.  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Personal Statement:** |
| |  |  | | --- | --- | |  |  | | Ashton Community Trust is an Equal Opportunities Employer. The Trust encourages applications from people with disabilities and will not preclude full consideration of your application as a result of your disability. In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.  Do you consider yourself to have, or, have had a disability that is relevant to your job application? **Yes/No**  If you have answered yes, is there anything we should know about your disability or requirements in order to:   * Process your application fairly, * Make any specific arrangements for your interview, and * Make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.   Provide details: | | |

**Private and Confidential**

The following pages will not be used as part of the selection process as they contain information that is strictly private and confidential.

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| **Referees** |
| Please give full details of two people (not relatives) that we can approach for references, one of which must be your current or most recent employer, if you have never been employed before please list details of someone who would know you in a voluntary or academic capacity. Please ensure that your referees are aware of this application, and, also, if you are providing us with their email address, that you obtain your referee’s permission to do so. References must be satisfactory to Ashton Community Trust |

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| --- | --- |
| **Reference** | |
| **Name:** |  |
| **Occupation:** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **Reference** | |
| **Name:** |  |
| **Occupation** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

I give Ashton Community Trust the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I have read and understood the requirements and particulars for the job, which have been supplied to me. I further understand that the job offer may be subject to the satisfactory outcome of references and/or a satisfactory Access NI Disclosure.

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| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.  **Signed…………………………………………………Date…………………………………..** |

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**MONITORING FORM JOB REFERENCE NO: FC/10/2018**

**MONITORING QUESTIONNAIRE UNDER THE ASHTON COMMUNITY TRUST’S EQUAL OPPORTUNITY POLICY**

**IN CONFIDENCE, USED FOR STATISTICAL PURPOSES ONLY**

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_

**1 COMMUNITY BACKGROUND**

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am not a member of either the Protestant or the Roman Catholic

community

**2**  **ETHNIC ORIGIN**

WhiteBlack Other

Irish TravellerChinese

Pakistani Indian

Black CaribbeanMixed Group

Black AfricanOther

**3** **GENDER**

Female Male

**4** **MARITAL STATUS**

Married Single Widowed Separated Cohabiting Civil

Partnership

**5** **DISABILITY**

Under the *Disability Discrimination Act 1995* you are deemed to be a disabled person if you have cancer, multiple sclerosis or HIV infection.

Also, you are deemed to be a disabled person if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

**Do you consider that you are a disabled person?**

Yes:  No: 

**If you answered “yes”, please indicate the nature of your impairment by ticking the appropriate box or boxes below:**

**Physical impairment**, such as difficulty using

your arms, or mobility issues requiring you to use

a wheelchair or crutches:

**Sensory impairment**, such as being blind or

having a serious visual impairment, or being deaf

or having a serious hearing impairment:

**Mental health condition**, such as depression

or schizophrenia:

**Learning disability or difficulty**, such as

Down’s Syndrome or dyslexia, or **Cognitive impairment**,

such as autistic spectrum disorder:

**Long-standing or progressive illness or health condition**,

such as cancer, HIV infection, diabetes, epilepsy or

chronic heart disease:

**Other** (please specify):

…………

**When you have completed this questionnaire, please return it to:**

**The Monitoring Officer,**

**ASHTON COMMUNITY TRUST,**

**25 – 27 HENRY PLACE, BELFAST BT15 2AY**

*Access to this information will be strictly controlled and will not be seen by the shortlisting panel. Monitoring will involve the use of statistical summaries of information in which identities of the individuals will not appear. The information will not be available for any other purposes other than equal opportunities monitoring. The information will subsequently be transferred to the monitoring system operated by the Monitoring Officer. There it will be strictly controlled in accordance with the Data Protection Code of Practice. Please note that it is an offence for any person to give false information to another who is seeking that information in order to make a monitoring return.*





