

Applicant Pack – Rural Community Network

Finance Manager – 35 hrs a week



BACKGROUND

Rural Community Network

Rural Community Network is a voluntary membership-based organisation supporting rural communities across the region. RCN works with rural communities to address issues relating to poverty, inequality, community and good relations.

RCN adopts a community development approach to its work. Areas of work include community development training, action research, policy analysis, peace-building, strategic planning, consultation, mediation and facilitation.

Our Vision is of vibrant, articulate, inclusive and sustainable rural communities whose contribution is valued across Northern Ireland.

Our Mission is to provide an effective voice for and support to rural communities, particularly those who are most disadvantaged and excluded.

Our Values are set within the context of community development which is a long-term value based process which aims to address imbalances in power and bring about change founded on social justice, equality and inclusion. The values we bring to our work are:

- Community Empowerment
- Social Justice
- Collective Action
- Working/Learning Together
- Equality and Anti-discrimination



Rural Community Network Job Description

JOB TITLE:	Finance Manager
Responsible To:	Director, Rural Community Network (RCN)
Main Function	The overall co-ordination of RCN's financial and administration support
Location:	RCN, 38a Oldtown Street, Cookstown
Hours of work	35 hours per week, hybrid working practice may be permitted
Leave	25 days a year plus statutory days
Probation	This post is subject to a 6-month probationary period
Closing Date:	Friday, 21st January 2022 at 12 noon (Start date by early March)

This is a senior post dealing with both RCN Director and Board to report on the finances and management of the organisation. It involves presentations at Board meetings on finance, financial forecasting, HR and strategic matters. The postholder will deal with multiple funders, manage any grant making, and will be accountable for all HMRC and Charity Commission regulations.

JOB PURPOSE:

Reporting to the Director and Board the Finance Manager will assist in the effective financial management, administration, human resources and communication support within RCN.

DUTIES:

Financial

1. To maintain proper financial accounting procedures, prepare management accounts and budgets using computerised accounts for all elements of RCN.
2. To ensure that financial returns are completed in an accurate and timely manner in liaison with RCN staff and funders and is in compliance with Charity Commission NI legislation.
3. Prepare and present financial reports for Board meetings.
4. To ensure that all orders are authorised and assigned to correct budget categories and department apportionment.
5. To reconcile bank accounts including credit card administration, supervision of petty cash and payment of invoices.
6. To liaise with auditors to ensure annual accounts are produced.
7. To coordinate with other network staff as appropriate in relation to RCN's financial administration.
8. To undertake monthly payroll/pensions and to respond to any enquiries in relation to this.
9. To ensure that any legal or HMRC changes in statutory rates are adhered to.
10. To operate online banking with appropriate authorization levels in place.

Administration

1. To assist with the organisation, preparation of documents and taking minutes of Board meetings and attending meetings as required.
2. To complete annual returns for the Network and updating records for statutory organisations.
3. To organise biennial election of Board.
4. To maintain computer and other records of the Network's members, member subscriptions and other documentation relevant to membership of the Network.

5. Undertake HR record keeping in compliance with Employment Law and RCN's policies.
6. To ensure that the Network's information services (members' emails and website) are properly maintained.
7. To assist with proofreading of all Network publications.
8. To compile RCN's Annual Report and Trustees Report.
9. To regularly assess RCN policies to ensure they remain accurate and are adhered to.
10. To provide IT maintenance, including licensing for software products, website hosting.
11. To ensure that the office runs smoothly on a day-to-day basis, including health & safety regulations and communication.
12. Other responsibilities as may be agreed from time to time.

Employee Specification Rural Community Network Finance Manager

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> Qualification in finance, business or other relative discipline. <input type="checkbox"/> Good basic education, i.e. five GCSEs or qualification equivalent to 5 GCSEs which must include English and Maths. 	<ul style="list-style-type: none"> <input type="checkbox"/> Membership of a recognised accountancy body including or currently working towards a recognised accountancy qualification. <input type="checkbox"/> Further qualification in administration. <input type="checkbox"/> Further qualification in accounts. <input type="checkbox"/> Further qualification in HR. <input type="checkbox"/> Further qualification in IT.
Experience	<p>Experience of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Management of funding returns and liaising with funders in two of the last five years. <input type="checkbox"/> Broad based accountancy / finance in two of the last five years. <input type="checkbox"/> Working with financial packages including Sage One. <input type="checkbox"/> Financial monitoring, budgetary planning, management reporting and annual accounts. <input type="checkbox"/> Database Management Systems. <input type="checkbox"/> Minute taking. <input type="checkbox"/> Working with online banking. <input type="checkbox"/> Community and voluntary sector. 	<p>Experience of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Three years relevant full-time work in the area of financial and performance monitoring. <input type="checkbox"/> Working in a small office environment. <input type="checkbox"/> Website content management systems. <input type="checkbox"/> HR systems. <input type="checkbox"/> IT maintenance including networking of systems and IT software troubleshooting.
Skills	<ul style="list-style-type: none"> <input type="checkbox"/> High level of technical financial competence and analytical skills; ability to learn / teach new software and extensive knowledge of Microsoft Office Suite especially Outlook, Word and Excel. <input type="checkbox"/> Good oral, presentation and communication skills. <input type="checkbox"/> Ability to work on own initiative, and as part of a team and meet deadlines. <input type="checkbox"/> Full driving licence and access to transport for work purposes or access to another form of transport that would allow the post holder to meet the travel requirements of the post <input type="checkbox"/> Flexible approach to working hours. 	

Equal Opportunities Policy

Objectives

The purpose of this policy statement is to proclaim and emphasise the commitment of RCN to equal opportunity for all staff and volunteers. It affirms that the Corporate Management Team and the Board of Directors will rigorously observe the principles and actively pursue the objectives set out in the discharge of their responsibilities so that the policy is fully implemented. The policy will ensure that unlawful discrimination of any kind is not shown towards any job applicant or employee.

RCN is an Equal Opportunities Employer. This means that RCN does not permit unlawful discrimination of any kind against any person on grounds which include gender, sexual orientation, marital status, religious belief, political opinion, race, age or disability. Unlawful discrimination is defined as treating a person less favourably than others are, or would be, treated in the same or similar circumstances. To this end RCN will:

- (i) fulfil its responsibility towards its employees and the communities in which it operates.
- (ii) recognise and to the best of its ability, fulfil its legal obligations under the Fair Employment & Treatment (Northern Ireland) Acts 1998; the Equal Pay Acts (Northern Ireland) 2010; the Sex Discrimination (Northern Ireland) Orders 2010; the Disabled Persons (Northern Ireland) Employment Acts 1945 and 1960; the Disability Discrimination Act 2005; the Race Relations (Northern Ireland) Order 1997; the Employment Equality (Age) Regulation (Northern Ireland) 2006; The Equality Act (Sexual Orientation) Regulation (NI) 2006 and other relevant legislation. It is noted that the existence of law cannot of itself ensure that any policy of non-discrimination will work effectively. This will be achieved only if staff and volunteers at all levels examine critically their attitudes towards other individuals and to ensure that no trace of discrimination is allowed to affect their judgment. Staff and volunteers should be aware of the forms which unfair discrimination can take, guard against them and avoid any action which might influence others to discriminate unfairly.
- (iii) there must be no direct discrimination against any eligible person, whether in recruitment, training, promotion or in any other way. Direct discrimination means treating a person less favourably in such areas as gender, marital status, religion etc.
- (iv) similarly, there must be no indirect discrimination which occurs where a requirement or condition is applied equally, but is of such a nature to lack sufficient relevance to the job and may be perceived to be unfavourable for particular groups, in that a considerably smaller proportion of the group can comply with it.
- (v) it is the policy of RCN that all eligible persons shall have equal opportunities for employment on the basis of their merits and abilities which are appropriate to the job. RCN will review periodically its selection criteria and procedures to fulfil this aim.
- (vi) RCN will implement the measures for monitoring perceived religious affiliation of job applicants and employees and further monitor the gender, age, marital status and disability status of these persons.
- (vii) This policy will be clearly communicated to all management, staff and volunteers, and it should also be made known to potential applicants. All existing members of staff and volunteers will receive a copy of this statement, and its contents will be reflected as appropriate. It will also be made clear to potential applicants through job advertisements that RCN is an Equal Opportunities Employer.

Responsibilities

- 1 RCN will ensure that no employee or job applicant receives less favourable treatment on grounds which include gender, sexual discrimination, marital status, religious belief, political opinion, race, age or disability. RCN will ensure that sources of job applicants, such as advertisements, are non-discriminatory.
- 2 Vacancies will be advertised in accordance with RCN's Recruitment and Selection Policy.
- 3 Specific responsibility for the practical application of this policy falls upon staff professionally involved in management, recruitment, training and employment administration.
- 4 Specific responsibility for ensuring the introduction and implementation of an action programme designed to consolidate and, where necessary, improve RCN's procedures in the interests of Equal Opportunities rests with the Finance & Human Resources Sub Committee.
- 5 All RCN employees have a responsibility to accept their personal involvement in the practical application of this policy.
- 6 RCN will take all appropriate disciplinary action (including dismissal) against any employee who is found to have contravened RCN's Equal Opportunities Policy.