



## JOB DESCRIPTION

<b>Job Title:</b>	Administration & Finance Support Officer – Acorn Farm Project
<b>Hours:</b>	30 hours per week
<b>Duration:</b>	Fixed Term Contract for up to five years
<b>Responsible to:</b>	Senior Development Officer
<b>Salary:</b>	NJC Points 23- 25 (£28,226 –£30,095) pro rata, starting at point 23
<b>Location:</b>	The Foundation currently has a hybrid working approach and therefore the place of work will include both our North West office location (Ledwidge Avenue, Ebrington, Derry-Londonderry) and home based working.

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### Project Description

The Acorn Farm Project in St Columb's Park (Derry-Londonderry) is aimed at encouraging people to take climate action through better food choices, growing programmes, climate focussed activities and sharing learning to change behaviours. The project will be delivered by the Community Foundation's Acorn Project Team, in partnership with Derry City and Strabane District Council and the Conservation Volunteers. We will also build networks across sectors, driving a new inclusive food movement in Northern Ireland and across the UK. The funding comes from The National Lottery Community Fund's Climate Action Fund, which was set up to help communities throughout the UK reduce their carbon footprint and show what is possible when people take the lead in tackling climate change.

## **Role Description**

This is a new and exciting role in the Foundation. The Administration and Finance Support Officer will be key to the Acorn Farm Project and will provide efficient and professional administrative and financial support to the Acorn Project Team, to ensure that the project runs smoothly. They will also have a key role in providing excellent customer service to our partners.

## **About You**

You will be someone who is motivated and committed to our values, vision and mission. You will be interested in Climate Change and Climate Action. You will have great communication skills, with the ability to deal with people from diverse backgrounds and be able to build relationships with staff and project partners. You will enjoy working within teams, as well as on your own initiative. We expect you to have strong administrative and financial skills, be highly organised and proactive. You should be able to plan and manage your time effectively and at times prioritise your work and/or work under pressure. We expect all our staff to have strong IT skills and be competent in using MS Office or Google Workspace and databases. We also expect that you will identify improvements and efficiencies to help us improve our services and live our culture and values.

## **Main Responsibilities:**

The responsibilities of the Administration & Finance Support Officer will include:

### **Administration:-**

- Greeting and welcoming visitors on arrival to the office and directing them to their meeting point if necessary;
- Answering calls, redirecting calls and receiving and returning messages courteously, accurately and promptly;
- Organising meetings and events, including scheduling external and internal diaries, issuing invitations, recording responses, compiling attendance lists, booking venues, arranging hospitality and attending meetings where appropriate;

- Organising and booking travel arrangements for the Project team;
- Maintaining effective communication with the Project team and maintaining Project team records;
- Assisting with the preparation and issue of committee and subcommittee papers;
- Attending meetings and taking minutes;
- Providing general administrative support including filing, photocopying and correspondence;
- Participating in team meetings, recording action points as appropriate and carrying out relevant follow up actions;
- Ordering goods and services in line with purchasing and tendering procedures;

#### **Finance:-**

- Monitoring the project budget and providing reports to the project Team on project expenditure;
- Assisting with the completion of Monitoring and Financial Returns to the National Lottery Community Fund;
- Verifying financial returns from project partners to ensure completeness and to confirm that expenditure is in line with agreed budgets;
- Using Salesforce (the Foundation's database) to update information on grant applicants and recipients;
- Liaising with the finance team to ensure payments due following verification, are processed;
- Producing relevant reports using Salesforce;

#### **General**

All staff are required to:

- Carry out their work in accordance with the organisational values and ensure that their behaviours are in keeping with our values;

- Be aware of, understand and comply with all of the Foundations policies and procedures;
- Manage their workload effectively while ensuring the efficient use of office resources and in particular MS Office and the Foundation's database, Salesforce;
- Maintain at all times the confidentiality of information received;
- Attend and participate in staff meetings, team meetings and relevant training;
- Attend some of the Foundation events each year.

This Job Description is not intended to comprehensively list the responsibilities of the post, but to indicate the main areas which at this stage appear to be the essential requirements of the post.

## Administration and Finance Support Officer : Person Specification

	ESSENTIAL CRITERIA	ASSESSMENT
<b>QUALIFICATIONS</b>	A good standard of education, including GCSEs in Maths and English at grade C or above (or equivalent)	Application Form
<b>EXPERIENCE</b>	<p>At least three years' work experience in a similar role including all of the following:</p> <p>Dealing directly with a wide range of stakeholders by phone and in person;            Typing letters, reports and correspondence;            Diary management, organising meetings and events;            Producing financial reports and monitoring budgets</p>	Application Form, Interview and Test
<b>KNOWLEDGE/ SKILLS</b>	<p>Strong administration skills and highly effective organisational and time management skills;</p> <p>Excellent communication skills, both written and verbal;</p> <p>Strong IT skills and a working knowledge of MS Office or Google Workspace;</p> <p>Excellent numeracy skills and a high level of competency in using Excel (or Google Sheets);</p> <p>Working collaboratively in a team;</p> <p>Working independently and on your own initiative.</p>	Interview and Test

<b>OTHER REQUIREMENTS</b>	<p>Enthusiastic and motivated about the role and interested in Climate Change and Climate Action;</p> <p>Committed to the Foundation's vision, mission and values;</p> <p>Committed to Diversity, Equality and Inclusion and to working with a diverse range of people and communities across Northern Ireland.</p> <p>Able to attend occasional evening events/ meetings</p>	<p>Application Form and Interview</p> <p>Interview</p> <p>Application Form</p> <p>Application Form</p>
	<b>DESIRABLE CRITERIA</b>	
<b>QUALIFICATIONS</b>	<p>Relevant IT qualification</p> <p>Relevant Finance/Business Qualification</p>	Application Form
<b>EXPERIENCE</b>	<p>Experience of working or volunteering in a charity</p> <p>Experience of working with CRM systems and databases.</p>	Application Form

## **Summary of Main Terms and Conditions**

- This post is a part time fixed term contract for up to five years.
- Normal office hours are Monday to Friday 9.00am – 5.00pm inclusive of meal breaks. Working hours for this post are 30 per week, exclusive of meal breaks. We are committed to flexible working and hybrid working, therefore the working pattern will be agreed with the line manager, following appointment to the post. However, the post-holder will also be required to be flexible and work unsocial hours occasionally, including evenings and weekends, to meet the needs of the post.
- Holidays are 25 days annually (plus statutory days) pro-rata for part time staff.
- Staff also get a day off for their birthday each year.
- The post-holder may be eligible for membership of the Foundation's Pension Scheme.
- The post-holder will be entitled to membership of the Foundation's HealthShield Employee Benefits Scheme.
- The post is subject to a probationary period of up to 6 months.

**The Community Foundation for Northern Ireland is an equal opportunities employer.**