



JOB DESCRIPTION

Job Title:	Verification Officer
Duration:	Fixed Term Post up to 31 March 2024
Hours:	One full time post of 35 hours per week and one part-time post of 20 hours per week (there is some flexibility available in relation to these hours)
Responsible to:	Finance Manager
Salary:	NJC Salary Scale Points 26 – 28 (£30,984 – £32,798), starting on point 26 (£30,984) pro-rata for part-time posts
Location:	The Foundation currently has a hybrid working approach and therefore the place of work will include both our Belfast office and home based working.

The Role

The Verification Officer will be a member of the Finance Team, working in conjunction with the Health Funds Team, to support the delivery of the three Health Funds that we are managing on behalf of the Department of Health. They will be responsible for providing guidance and support to funded organisations and verifying financial returns from grantees, in line with both internal guidance and the specific requirements set out by the funder.

Main Responsibilities:

- Use Salesforce (the Foundation's database) to issue requests to grant recipients for financial/monitoring returns and ensure these are received by the deadline;
- Contact grantees by phone/email who have not submitted their returns;

- Carry out financial verification on financial returns submitted by grantees, in line with CFNI's internal procedures and in line with best practice and the funder's requirement;
- Monitor verified expenditure against budgets. Ensure that the verified expenditure is accurately recorded and in line with the grantee's budget and discuss any potential irregularities or issues with the Finance Manager;
- Work with grant recipients on the production of cash flow projections (where appropriate) and monitor financial returns against the cash flow projections;
- Update Salesforce with notes on the completed verifications;
- Liaise with relevant CFNI staff to ensure payments due following verification, are processed;
- Produce relevant reports using Salesforce;
- Support and deal with queries from grant recipients;
- Provide appropriate training and support to grant recipients to help them with the financial management of their grant and completion of financial returns;
- Assist with preparing for audit visits and respond to audit queries as appropriate;
- Ensure procurement and tendering guidelines are communicated to relevant staff and grant recipients, to enable the Foundation to meet our own and funder requirements in relation to procurement and tendering;
- Consider and propose changes to policies and procedures to improve processes and systems and overall service delivery;

General:

- The Verification Officer will be required to be aware of, understand and comply with all of the Foundations policies and procedures, in particular the Financial Procedures, Grants Procedures and Donor Care Procedures.
- The Verification Officer will be required to familiarise themselves with the funding contracts and letters of offer in relation to funding being managed by the Health Funds Team, to ensure compliance with all funding requirements.
- 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;
- carry out such other appropriate tasks and work as requested;
- 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.

Verification Officer : Person Specification

	ESSENTIAL CRITERIA	ASSESSMENT
QUALIFICATIONS	A good standard of education, including GCSEs in Maths and English at grade C or above (or equivalent)	Application Form
EXPERIENCE	Three years experience of working in a similar role where the main purpose of the role is verification of grant-funded expenditure such as salary costs, overheads and project costs. Experience of building good working relationships with a range of stakeholders.	Application Form & Test & Interview Application Form & Test & Interview
KNOWLEDGE/ SKILLS	Excellent numeracy skills and a high level of competency in using Excel; Excellent IT skills and a working knowledge of MS Office or Google Workspace; Excellent communication skills both written and verbal; Highly effective organisational and time management skills; Have attention to detail	Test Test Test & Interview Test & Interview Test
PERSONAL QUALITIES	Committed to the Foundation's vision, mission and our values of Generous, Thriving and Together. Committed to Diversity, Equality and Inclusion and to working with a diverse range of people and communities across Northern Ireland	Application Form Application Form
OTHER REQUIREMENTS	Available to attend occasional evening events.	Application Form
	DESIRABLE CRITERIA	
QUALIFICATIONS	A relevant finance/accounting Qualification, e.g. Accounting Technician, Finance degree	Application Form
EXPERIENCE	Experience of updating and maintaining a CRM database.	Application Form

KNOWLEDGE	Working knowledge of NI procurement and tendering guidance	Application Form and Interview
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Summary of Main Terms and Conditions

- This post is a fixed term contract up to 31 March 2024.
- Working hours are 35 per week or 20 hours per week, exclusive of meal breaks. Office hours are Monday to Friday 9.00am – 5.00pm inclusive of meal breaks. The post-holder will be required to be flexible and work unsocial hours occasionally, to meet the needs of the post. We offer flexible working arrangements, subject to business needs.
- Holidays are 25 days annually (plus statutory days) pro-rata.
- 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 post-holder will not be entitled to on-site parking at our office.

The Community Foundation for Northern Ireland is an equal opportunities employer. We welcome applications from all suitably qualified persons. However, as men and members of minoritised communities are currently under-represented in our workforce, we would particularly welcome applications from these sections of the community.

August 2022