

North West Migrants Forum

Job Description:

Finance Officer

Responsible to: Chief Executive Officer

Salary Grade:

NIC Scale PO2, Pt 29
(£39,862)

Contractual hours:

Full-time; (37.5 hours a week)



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Main Function

The Finance Officer is responsible for maintaining efficient financial management, with effective budgetary control and timely reporting in line with funder/project requirements and organisational policies. It also involves liaising with project partners and other stakeholders where appropriate.

The holder of this post will be employed by **North West Migrants Forum**.

Key Responsibilities:

- Coordinate and oversee financial operations.
- Ensure compliance with financial controls and protocols for procurement; ensure transactions are processed and assets managed in accordance with project/funder requirements and NWMF's own financial rules and regulations.
- Guide internal colleagues and (where applicable) external partners in budget alignment and financial documentation; be the organisation's 'internal expert' on financial best practices.
- Support with financial risk management, fraud prevention issues and audit preparation (including liaising with auditors and external controllers).
- Track daily expenditure, prepare monthly/annual accounts closure, including bank reconciliations and submission of timely and accurate reports.
- Ensure policies, procedures and systems are in place and appropriate to efficiently and effectively manage project grants and contracts.
- Manage information flow in a timely and accurate manner.
- Maintain professionalism and strict confidentiality with all materials.

Other duties:

- As a core member of NWMF's staff team, the Finance Officer will support and advocate for NWMF, its mission, aims and activities. They will also contribute to the overall success of the organisation, performing other tasks as required, commensurate with the role.
- They will be familiar with, and abide by, all NWMF Policies, including but not limited to, Equal Opportunities, Lone Working, Dignity at Work, and Health and Safety.
- They must also adhere to existing working practices, methods, procedures, undertake relevant training and development activities and be able to respond positively to new and alternative systems.

Skills, Qualifications and Experience:

- The Finance Officer must be educated in a relevant field (e.g. accounting, finance, business administration) to at least Level 6 of the Regulatory Qualifications Framework (RQF), Level 8 of the National Framework of Qualifications (NFQ). They should also have a professional qualification in accounting or finance (e.g. CPA/CIA or equivalent).
- They must have at least three years' experience in financial management or similar in relation to project initiatives.

- They must also have:
 - excellent English written and verbal communication skills.
 - outstanding time-management skills, with an ability to organise and coordinate multiple concurrent projects.
 - proficiency with office productivity and accounting tools.
 - aptitude for learning new software and systems.
- They must be a flexible team player, willing to adapt to changes and unafraid of challenges.
- They must be able to maintain confidentiality of information related to projects, delivery partners, NWMF and its employees.

Hours of Working:

The Finance Officer will be required to work 37.5 hours per week, with some evening and weekend working occasionally required. The post will be based at the NWMF office in Derry, although would be covered by NWMF's Hybrid Working policy.